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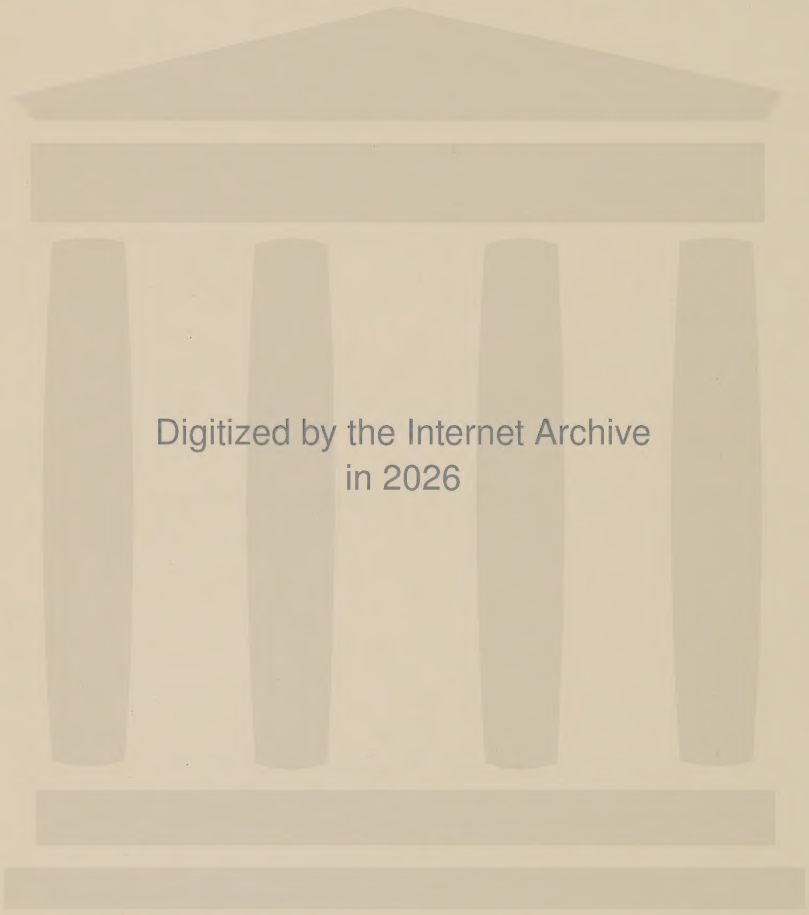
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Volume III OCTOBER, 1940 Number 4

THE SELECTION OF RECORDS FOR PRESERVATION[1]

WHAT records shall we preserve? The character of the problems of archivists and historical manuscripts custodians depends upon the answer to that question, as does our judgment in the eyes of posterity. The custodian, be he official or otherwise, can and should participate in answering it. Yet it would be difficult to enumerate any standard set of principles on which the selection of records can be based.

Periods of intense activity in public affairs accentuate the importance of selection rather than defer its operation. Space problems become more acute at such times, and the need for reference to certain materials is increased. The latter point is illustrated by the attention now given to records of our experiences during the last World War. An extreme but very real example of emergency selection is seen in England in the demand for old paper for the manufacture of munitions. The British Records Association has appealed to custodians to give for that purpose only the least valuable records.[2]

Ideally, selection should go on at all times. Just as the philosophical point of view we seek in historical study should give us perspective in judging current affairs, so should our appreciation of the long-range values of research materials enable us constantly to exercise intelligent appraisal as records accumulate. Well may archival effectiveness suffer in periods of intense activity from the lack of a continuing appraisal program.

The selection of records for preservation and the consequent choice of those to be disposed of are the obverse and converse of the same problem and cannot properly be separated. They give concern especially to the official archivist, and this paper is written from

[1] A revision of a paper read at a luncheon of Washington, D.C., members of the Society of American Archivists, April 13, 1940.

[2] British Records Association, Technical Section, *Bulletin*, No. 7, (October, 1939).

the viewpoint of such a person. The principles of appraisal and the dependence of the keeper of records upon the maker of those materials, however, are equally significant to manuscript custodians outside government service.

The task of selection is profoundly affected by the fact that we must now deal with many more types of records than ever before, and that they are found in much greater quantities. Mechanical recording and reproducing devices and the extension of the functions of government are increasing not only the extent but also the rate of accumulation of records. These facts influence the administrator in dealing with his records, and are equally important to historians and other students because much of their training in methods of research is still based upon archival conditions and types of records as they were fifty or more years ago. Great consideration is now being given to the increasingly difficult problem of the control of research data. I believe in this connection that the archivist can do even more to solve the problem of the mass of data by encouraging intelligent methods of selection of records for preservation than he can by assisting the users of archival material after it has been filed away.

Let us consider the directions from which the maker of archives and the archivist approach our problem. That involves a moot question—the definition of archives. I do not want here to attempt a complete answer to that question, but certain characteristics of archives can be stated without fear of contention. One is that they reflect the policies and activities of organized bodies, be those bodies governmental, business, religious, family, or any other kind. Another characteristic is that they are intended to be kept for record purposes. Documents kept for further current use by the persons creating them do not acquire archival character unless they are subsequently placed in organized files.

On first thought one might say that the point at which documents pass from the current to the archival phase is the point at which the archivist first takes an interest in them. Yet whatever the purpose of the archival custodian, whether he be an agent and part of a government as in the case of a nation or a state, or simply the ultimate custodian of the abiding tradition of a private organization as embodied in its records, it can be shown that he has a valid interest in the documents before they come into his custody. The administrator looks upon records positively as he needs to use them and

negatively as they represent a space problem and a task of serving outsiders who wish to consult them. The archivist looks upon current records as future archives, and it is a legitimate part of his function to make available counsel on how they can best be handled. The archivist in his own custodial and service functions is dependent upon the creator and the filer of the records for the kind of material he must deal with and the character of his problems.

Intelligent appraisal of official papers may be facilitated by considering the several steps in the life history of a given body of documents. I have in mind a diagram illustrating such a biography. At the lower left-hand corner of the diagram is a point representing the physical origin of the material of which the documents are made, which may include a paper mill, an ink factory, or a quarry where graphite is obtained for pencils. From that point a line representing the process of bringing the physical materials through testing laboratories and purchasing offices to the creator of the documents leads upward and toward the right. The importance of this line is shown in the control of the quality of paper and inks used in official business by state inspectors and by the National Bureau of Standards, largely for the purpose of seeing that documents likely to be preserved are made with long-lived materials.

At the upper left-hand corner of the diagram is a point that represents the purpose, history, and organization of the governmental agency, company office, or other unit responsible for creating the documents. From this point a line leads downward and to the right, along which flow administrative policies and regulations governing the creator of the documents. From this direction come decisions as to form and content, number of copies, and the like. Many of these decisions are based on the intention that certain of the documents should be retained for the future, and the more that intention is taken into account by the authors of instruction manuals the better off all of us are.

These two lines converge at a point representing the actual creation of the documents. Allowing for infinite variations in the exact methods of producing or receiving documents and making them part of the official business of an office, we can say that the creators are, for example, the persons who write memoranda or letters, gather and record research data, draw maps, conduct conferences or telephone conversations of which notes are taken, pass upon inquiries or applications and decide what shall be done with them, or make

entries in financial ledgers. They are the ones who decide whether tangible evidences of actions shall be made and filed. In governmental bodies they are bound by laws requiring them to keep records of their operations and by instructions from superiors or procedure manuals. Nevertheless, in varying degrees they exercise judgment and are the most important agents in selecting the documents that are "intended to be kept" and that are, therefore, susceptible of becoming archival material. Needless to say, this point of the creation of the documents is the focus of our diagram.

From this key point the life history of a group of documents divides into two branches. One drops downward and out of the picture. It represents informal memoranda that are not filed, extra copies of papers used temporarily for reference purposes that do not serve as the basis for official action, and any other papers that, because of the judgment of their creators, are not records and are therefore not preserved. The second branch goes on toward the right, to the files of the organization, and it is with this branch that we are concerned.

Filing agents and methods are kaleidoscopic in their variety. Usually there is some main unit such as a central files, which keeps most of the material. In any organization we find some essential records outside the central files, either because they are so important as to be specially cared for, because they relate to specialized functions such as personnel and finance operations, because they are not considered important enough to come under regulations governing central files, or because some officials have possessive idiosyncracies and will not turn them over. Thus, the creator of the record may serve as the filing agent also. Whoever performs that function is partly responsible for the manner in which records are preserved and for the decision as to which are to be retained permanently.

Filing schemes are designed essentially for administrative efficiency. How fine it would be if in preparing such schemes the eventual fate of the records were always borne in mind! Then, when due time has elapsed, those that must be filed temporarily but that do not have permanent value could be easily segregated and removed. For example, in some offices correspondence is filed under the name of the person to whom the letter is addressed or from whom it was received, no matter what the subject, with the result that letters concerning policy matters are placed along with routine requests for copies of printed bulletins. To weed out such files after the passing

of time is arduous, almost futile from the standpoint of accuracy, and is a violation of the fundamental archival principle of the integrity of a file. No one can be certain that he has even all the important letters in a file from his particular point of view if he knows that someone else has weeded out what that other person thought worthless.

Suppose that a careful program has been arranged for the periodic transfer of certain files to the archival depository and for the periodic disposal of certain others. This ideal program provides for occasional cut-off dates so that transfers to archival agencies can be made in orderly fashion every few years. It also requires that material be so filed that it can be easily identified and appraised and certain portions can readily be segregated. Furthermore, in this program the copies of papers upon which action is taken, or which give the most complete and legally valid record of action, are so identified that separation of "originals" from "duplicates" is facilitated. "Duplicates" cannot always be identified by their physical form. Carbon copies of outgoing letters, to take an obvious example, are not duplicates so far as the files of the organization are concerned, because the ribbon copies have been mailed out. One other requirement of this ideal program is that material kept only for reference purposes be segregated from that which is filed for record purposes.

Such a program would be particularly valuable in governmental organizations where official sanction is necessary for whatever ultimate disposition is made of record material. If it is followed, there will be no resort to such descriptions as "general correspondence" or "miscellaneous" material. As a result we will have no weeding, no problem of suddenly finding accumulations of records years old about which the present filing staff knows little, and no suffering through an effort to appraise them as isolated items. Appraisal is made when the records are filed, and consultation at that time with representatives of the archival agency will allow the archivists to make their study when full information as to the function represented by the records is available. In such circumstances the periodic reference of disposal lists to the archival agency and the approval of such lists can become almost automatic. I say "almost" because there are always chances of unforeseen elements of interest. Such an end would be for some kinds of records, of course, an incidental result of the use of registry systems such as are employed in Europe. But that subject is outside the scope of this paper.

The next step in our diagram has already been suggested. The main line goes on to the right, representing the records that are to be kept permanently. Another line here drops downward out of the picture. With it go the records that have served their purpose, have been kept for a time, and are to be discarded as being without sufficient value to warrant the cost of the space they occupy. This is the step with which we are most familiar, and in it the archivist usually takes a direct part. In the federal government, in most states that have archival establishments, and in most foreign countries the agencies of origin are required to submit to the archivist for his review lists of records that it is proposed shall be discarded.[3] They are said to have no "legal or administrative value or historical interest," to use the phrase employed in the model state law prepared by a committee of the Society of American Archivists, or no "permanent value or historical interest," to use the language of the federal statute. Neither term is completely accurate and both are tautological.

The pressure resulting from the cost of storage space has given this part of the process a separate legal existence and an unwarranted special significance. For the agencies also propose to the archivist the transfer to his custody of other records that do have permanent value, and he accepts them or not after an appraisal similar to that made of the papers designated as being without value. The whole appraisal function is one undertaking, and it can best be performed with a complete understanding of the records of an agency in their relationships to each other as they are created rather than after they have lain forgotten and deteriorating for twenty years.

From that realization derives the most constructive idea, to my mind, that has come out of our study in this field. It has been developed independently by several persons, all working in the same direction. That idea is that the earlier in the life history of the documents the selection process begins, the better for all concerned. And the earlier in that life history that co-operation between the agency of origin and the archivist can be established, the easier will be the work of all. This would by no means preclude the practical plan of temporary storage in good order of records that may have occasional administrative use for a few years.

[3] Discussions of and suggestions concerning legislative provisions for the reduction of public records are contained in Albert Ray Newsome, "Uniform State Archival Legislation," THE AMERICAN ARCHIVIST, II (January, 1939), 14; Emmett J. Leahy, "Reduction of Public Records," *ibid.*, III (January, 1940), 13-38; and "The Proposed Uniform State Public Records Act," *ibid.*, III (April, 1940), 114-115.

Before leaving our diagram of the life history of a group of documents, we should consider the various means of reducing volume. The main line here splits into several branches, each representing a method of dealing with the problem. One method is for the person or organization producing records to transfer them to interested historical societies or libraries. This should, of course, be encouraged, but it will not wholly solve the problem of volume for those agencies often have limited storage facilities. Two other methods besides this and complete discard offer real hope. One is the reproduction of records on microfilm and the subsequent destruction of the originals. Studies are being made of photographic equipment, ratios of reduction, reading devices, and other technical factors, and some large-scale experiments are being carried on.[4] The other method is representative sampling. Statisticians have taught us that in the case of some large bodies of material sizable specimens chosen at random and representing all the elements contained in the whole are sufficient for the study of average conditions, of characteristics of various regions, of time periods, and the like. This principle of sampling was ably explained in a paper read by Morris A. Copeland at the first annual meeting of this Society.[5] It can be illustrated by the example of the straw vote for sounding public opinion. Several experiments of this sort have already been put in operation in connection with federal records.

The development of these methods is extremely important, but they are no panaceas eliminating the necessity of selection. If we are to use the labor of skilled workers and expensive photographic equipment for the reproduction of records, we want to be sure that the records chosen for such treatment are worth the effort. And in order to determine what bodies of records susceptible of statistical sampling should be so treated, we must appraise their permanent value just as carefully as we should if it were a question of preserving or discarding the entire group.

Much has been said here and elsewhere about the appraisal process, and it is high time that we undertook to define some of the points of view that must be kept in mind by anyone responsible for the selection of records, whether he be administrator, record creator, filing agent, official archivist, or manuscript custodian. Let me suggest

[4] Developments in this field are reported and appraised in the quarterly *Journal of Documentary Reproduction*, edited by Dr. Vernon D. Tate, of Washington, D.C.

[5] Morris A. Copeland, "The Significance of Archives to the Economist and Sociologist," The Society of American Archivists, *Proceedings* (Urbana, 1937), 47-51.

some ways in which "permanent value" can be determined, and illustrate them by examples.

Before any criteria of values are applied, we usually can see upon looking at the records representing a function or a unit of organization that they are marked by extensive duplication. The number of actual duplicates of a single document is sometimes amazing. They are usually made for the information of various offices or for so-called "personal" reference files kept informally by the creators of the records. By eliminating actual and full duplication, we can reduce appreciably the volume of records. Furthermore, since regulations usually stipulate the number of copies to be made of formal documents, they might also provide which of them are to be considered the file copies and are to be preserved. The use of substantial paper should be prescribed for those copies. Sometimes copies go to different offices and there become operating records, that is, further entries are made upon them and each copy becomes a formal record of an operation. In such cases, of course, they cease to be true duplicates, even though they may bear the same form numbers or titles.

There is duplication other than actual physical similarity in the carrying of information from one type of record to another. This suggests the necessity of making an analysis of the relationship of documents as a part of the selective process. All the documents created, for example, in the process of receiving an application from a seeker for a government job, employing him, keeping track of his working time, paying him, analyzing his efficiency, changing his status, retiring him, paying him a pension, then possibly transferring the record of his earnings to punch cards for a research study of salary schedules, tabulating the data from the punch cards, and eventually publishing a report on the study—all of those documents and many incidental ones have relationships to each other in which there are duplications of information.

When we line up these documents in such a pattern, certain ones stand out clearly as essential and others as incidental. Consider the attendance records, for example. Daily records of attendance may have legal value as the initial evidence of the presence of certain employees, but they have such slight value proportionately that usually it is not thought practicable to keep them permanently. The same is true of routine applications for leave, passes to leave buildings during working hours, and other obvious examples. The essential data on those documents are customarily written on annual leave cards and

on service record cards. Some personnel experts have used annual leave cards for administrative analyses of attendance in general, but circumstances change so rapidly that, I have been told, such studies cannot practicably be made from cards more than five years old. Therefore, the leave cards appear to be of real value for only a limited period. The service record cards, however, are basic to personnel operations right up to the payment of retirement compensation and are customarily retained. It is likely that the information for the punch card study is taken from them. The information on the punch cards is in turn tabulated on other records, and unless the cards are on good paper stock and are carefully stored, they cannot be used with accurate results after a few years.

Furthermore, the chances of using the punch cards for studies other than the one for which they were originally made are usually remote. Therefore, the tendency is to discard them after a reasonable time and to depend upon the tabulations made from them. We find that there are intermediate work sheets unintelligible to anyone except the persons doing the tabulating, and that some formal report is a more dependable source of information. Essentials of the formal report are likely to be published, but often specialists want to see more detailed information than is published in a bulletin for public circulation. Therefore, it is desirable to retain the original formal reports.

This is not a complete analysis, but it illustrates the importance of studying records in their relationships with each other rather than as isolated items. Similar comparative reviews can be made, if the effort is undertaken early enough, on the written evidences of almost any function or administrative unit. In making such reviews, lists of forms and outlines of administrative regulations and procedures are extremely useful.

Comparative studies of the functions and records of agencies can also be made with profit. Especially in an organization as large as a state government or the federal government, there are many functions that are common to all agencies and are represented in each by similar types of records. Some of us refer colloquially to these as "housekeeping" records, to distinguish them from those representing the technical and professional aspects of an agency's work. The "housekeeping" functions are chiefly concerned with personnel, supplies, budget estimates and accounting, the collection and disbursement of funds, and printing and processing. No appraisal of leave

cards, purchase contracts, budget estimates, statements of collections, vouchers, and printing requisitions, for example, could properly be made in the federal government without an understanding of the relationships of the agencies with the Civil Service Commission, the Department of the Treasury, the Bureau of the Budget, the General Accounting Office, and the Government Printing Office. In all those fields some forms are standardized and more are similar. The actual duplication is tremendous. Thorough studies leading to standard practices in the selection of papers representing these functions might take care of half the records of the government. An archival institution serving all agencies of a state government or the federal government is in a strategic position to make such comparative analyses.

We have seen in this discussion that everyone connected with the life history of documents may have recourse to various categories of value, and it may be profitable to suggest what are some of these categories. Two qualifications must be made. One is that they overlap greatly. The second is that this discussion can only be an opening wedge in a field which deserves more extensive study.

The first category of value to consider is, naturally, the value that the documents may have for the agency of origin. For judging the utility of documents for efficient administration and for protection against claims of all sorts, a record producing organization itself must serve as the determining agent. The criteria of selection are usually clear enough. The archivist cannot undertake any of this responsibility, but he does observe the ways in which it is exercised, and he cannot help feeling that the safest plan is one in which some central office conducts the appraisal, with the co-operation of each unit that may conceivably be interested in a given group of records.

In another category of value, closely related to administrative use, the archivist has a definite interest. That is the usefulness of records for the study of administrative history of the record creating bodies. Such value is of concern to later administrators seeking precedents, to political scientists or others who want to study the organizations' operations, and to the archivist, who must preserve the agencies' records strictly in accordance with the functions they reflect. Such materials as memoranda and circulars of instruction on organization and procedures, administrative reports of all kinds, special reports on operations and conditions, records of investigations, personnel folders and service record cards, minutes of important conferences,

interoffice correspondence, and even letterheads are valuable for administrative history.

This examination of the categories of value has already brought us into the broad and indefinable field of "historical value." Most people have a rather conventional idea of history, which centers largely in political and national developments. It is natural for one to think of historical records as those few that have intrinsic value as documents in addition to the importance of the information they contain. Letters of presidents, significant treaties, and the Declaration of Independence merit all the care that is given them, but they by no means tell complete stories. In fact, most records having historical value possess it not as individual documents but as groups which, considered together, reflect the activities of some organization or person or portray everyday, rather than unique, events and conditions.

There is also a general impression that anything must be old to be historical, but no one can answer the question "How old?" Many times decisions have been made to preserve those portions of certain series of records that are dated before 1870, for example, and to destroy all those dated later because they are too recent to be historical! No one can justify the selection of that date any more than the selection of yesterday or tomorrow. Age is no criterion, but it can be significant on account of changes in methods of record keeping. For example, requisitions for supplies are now so routine and so completely summarized in other records that they seldom merit preservation. Yet a group of requisitions of the Marine Corps in the 1840's, in the form of letters containing poignant descriptions of the barefoot condition of the troops in the Seminole War in Florida, proved to be of definite interest to a military historian. Some kinds of routine forms from the 1840's, on the other hand, are of no more real interest than if they were dated in the 1940's.

Suppose we say that all records derived from an organization that portray the basic facts of its establishment, form, policies, and operations are of historical value. The preservation of those records is far from a simple goal to reach, for often the relevant facts are found only in intraoffice or interoffice memoranda, in transcripts of telephone conversations, in the calendar pads of important officials, and the like. Consider the establishment by some agency of a project involving large personnel and broad national interests. In general correspondence files there are likely to be letters from various persons

containing suggestions that form the true origin of the project and explain its purposes. After the program is begun, project files are set up reflecting its complete history, except for those vital basic letters that were put into general correspondence files because there was no specific project file for them at the time they were written or received. The same situation exists in connection with memoranda between officials commenting on plans before the actual establishment is set up. Those memoranda, if they are kept, may be sandwiched between others of no interest at all. And if records of telephone conversations are kept, it is conceivable that those discussing policies may be located right along with those regarding luncheon engagements! Efficient planning for the recording of such data and for their initial filing will improve the situation greatly, but the appraiser must always have a keen eye for significant information that may crop up in supposedly insignificant records.

We must also include as records with historical value those that describe interesting conditions or events other than the operations of the organization, or that tell us about certain individuals, periods, or methods of doing business. These criteria of value other than that connected with the record creating organization itself cannot be classified. In urging that they be kept in mind one can scarcely do more than to mention a few of the many fields of research which must be remembered. Obviously, training in the scope and methods of research is invaluable to an appraiser, and he must be alert to broadening scopes and to new methods. Witness the project recently undertaken for putting the ante-bellum South on punch cards. Professor Frank L. Owsley of Vanderbilt University, by tabulating machine analyses of the censuses of 1850 and 1860 for Alabama, has proved the existence of a significant number of plantation owners who were not of the slave-owning class, and has thus considerably upset the traditional "moonlight and magnolia" school of Southern history.[6]

Important among the fields of research to be considered are biography and genealogy. I have frequently heard people try to justify the preservation of some routine forms like leave cards by such an appeal as "Now, think how valuable we should consider a leave card if we had one for George Washington." That is one of the most specious of many arguments in which Washington's name is

[6] Frank L. and Harriett C. Owsley, "The Economic Basis of Society in the Late Ante-Bellum South," *Journal of Southern History*, VI (February, 1940), 24-45.

taken in vain, for obviously few of the millions for whom we now have those records will achieve any unique importance, and for those who do there are so many more sources of information than those we have for George Washington that minor ones such as leave cards become insignificant. On the other hand, real value does sometimes appear in unexpected places. Besides records of vital statistics, journals, and diaries, which are among the most obvious sources of biographical and genealogical data, any body of correspondence, personnel files, and even routine financial papers which include names of payees, investors, or the clerks preparing forms might contain information valuable in these fields.

Much of the study of economics proceeds on historical patterns, and that field is one to be kept most actively in mind in appraising records. Interesting examples are some of the voluminous collections of recent records representing new fields of governmental activity. While these groups often occur in bewildering quantities, they can be most instructive if proper statistical sampling techniques are applied. Surely the thousands who filed applications for housing and farm loans and the other thousands who sent letters to the president wrote into those documents vivid first-hand analyses of economic conditions which could not elsewhere be duplicated.

Sociology, applied science, medicine, and many other fields could be profitably discussed here if only one had the space and the specialized knowledge necessary to cite examples of records that would contribute to their study. It should be noted, however, that some special types of records, particularly maps, photographs and motion pictures, demand attention. The accomplishment of the purposes for which such materials were created does not necessarily end their value, any more than it does that of ordinary papers. They may constitute research data gathered for a special purpose but useful otherwise for general reference, or they may be significant in the development of the processes of making records.

The proper use of various categories of value requires knowledge and perception of four general kinds. First, we must know the agency of origin, its history, its objectives, and its methods. Second, we must know the relationships of records to each other, as shown in comparative studies within agencies and among all of them. Third, we must know and be alert to changes in the scope and methods of research—a staggering assignment in itself. And fourth, we must be acquainted with the use actually made of the records we have

preserved. I have not tried here to analyze the use of records as a guide to their value. But the experience gained in making them available to students should be enlightening. For that reason it is important that the persons who appraise the records participate in providing service on them. The problem of the selection of materials for preservation is so large and complicated that the co-operation of all persons connected with their life history is needed for its solution. Not only co-operation but also intelligent planning and keen observation from the very first step to the last are essential.[7]

PHILIP COOLIDGE BROOKS

The National Archives

[7] Continuous attention to the problem of selection from beginning to end of the life history of given bodies has not to my knowledge previously been expounded at length. It has, however, been suggested in a few of the various writings dealing with the reduction of records, most of which have been in the field of business. Among them are Oliver W. Holmes, "The Evaluation and Preservation of Business Archives," THE AMERICAN ARCHIVIST, I (October, 1938), 171-185 (which cites further references); Ralph M. Hower, "The Preservation of Business Records," *Bulletin* of the Business Historical Society, XI (October, 1937), 37-38; Harold C. Pennicke, "Retention of Records," American Management Association, *Office Management Series*, No. 69 (1935), 6-12; P. J. Ventner, "The Destruction of Records in South Africa," in *Archives Yearbook for South African History* (Capetown, 1938), Part I, 233-239; and the article by Emmett J. Leahy cited in footnote 3. Addendum: Since writing this paper I have learned of a valuable Polish pamphlet in which the problem is treated in much the same fashion. Gustaw Kaleński, *Brakowanie Akt* (Warsaw, 1934), 44 pp. (The Selection of Records).

THE PUBLIC RELATIONS OF ARCHIVAL DEPOSITORIES[1]

DURING the last two meetings of the Society of American Archivists, I have listened carefully to a great number of serious papers on such subjects as the training of archivists, classification and cataloguing of archives, objectives of the Society of American Archivists, the cleaning and repairing of archives, the development of microphotography, and many others of vital interest. All of these papers contained useful information for the archivist, even if some of it was a bit impractical for many state archival institutions struggling with inadequate funds to meet everyday problems. I have been particularly impressed with the lack of attention given to the subject of the relationship between archival institutions and the public. I have listened to enough private discussions and complaints during the past three years to convince me that archival officials have devoted insufficient attention to the cultivation of friendly relations with the general public.

Many of you probably read an article a few years ago in one of the Washington papers in which a reporter described his unsuccessful efforts to get an ordinary book in the reading room of the Library of Congress. I believe that he gave up in disgust after waiting thirty-seven minutes. I recently listened to the complaints of two Mississippians, a genealogist and a college professor, who had attempted to do research in several state archival depositories. Their chief complaint was that the persons who came into contact with the public were old ladies who seemed to know nothing about the collections and appeared to care less. A few weeks ago I was discussing a new state archival building with a citizen of the state's capital. His comment was that the building would have been constructed twenty years ago if the staff of the institution had not been a "bunch of old fools." A universal complaint in the past about the Mississippi Department of Archives and History has been that it either refused to answer letters or answered them from six weeks to six months after they were written.

Most archival depositories realize the value of newspaper publicity and make special efforts to cultivate friendly relations with

[1] A paper read at the third annual meeting of the Society of American Archivists at Annapolis, Maryland, October 13, 1939.

the press. Mississippi newspaper men have been very friendly and have been exceedingly helpful in acquainting the public with the work of the department. They are beginning to learn that the collections of the department will always provide them with a feature story when current news is scarce. For instance, a writer for the Jackson *Daily Clarion-Ledger* has filled his last three Sunday columns with material supplied by the department. When he dropped into the department about a month ago and explained that he had no ideas for his column, I stated:

> A new governor, Judge Paul B. Johnson, has been elected; you are rumored as his private secretary; and a great number of people are seeking jobs in the new administration. The department has just acquired four of L. Q. C. Lamar's private letter books, covering his period of service as Secretary of the Department of the Interior, and one of the letters contains an idea for a good column.

The letter which I showed him and from which he got a good story contained the following passage:

> I have to be in my office generally at nine o'clock, and if not here [there], am kept by the visitors who call on me before I rise in the morning, and stick to me until I start. It is rarely the case that I get to bed before twelve o'clock, so constant are the demands upon my time and attention. . . . Since I have been here I have found out the cause of the failure of the Southern Confederacy. It did not have a Department of the Interior, and this government did. I believe the Department of the Interior could this moment overcome Russia and England combined, if allowed to put the office seekers into the army.

Mr. A. S. Salley, secretary of the Historical Commission of South Carolina, was a newspaper man before assuming his present position. His relations with the press have been cordial and have been of considerable assistance to his institution. He states:

> On various occasions when there has been any threat against this department editors have come to my assistance with strong editorials and *The News and Courier* of Charleston, which is the oldest paper in the State, has an editor who occasionally throws in a complimentary editorial when there is not a cloud in the sky. Both *The News and Courier* and *The State* of this city have published a great many historical articles by me in the past thirty-five years which have conduced to the popularity of this department. . . . Many of the newspapers of the State today call upon me for contributions when they are going to have some special edition of historical nature. . . .

The publicity policies of Mr. Floyd C. Shoemaker, secretary of

the State Historical Society of Missouri, seem to be about the best in the country, and the remainder of us would profit by attempting to follow them. Mr. Shoemaker explains:

> Our relations with the press of the State are very close owing to the fact that our Society was founded by the Missouri Press Association prior to its becoming a State Institution, also because we receive approximately 400 current Missouri newspapers and approximately 20,000 bound volumes of Missouri newspapers are filed in our Society, and because I keep in personal touch with the editors through visits in their offices and through attendance at State and regional Press Association meetings, and finally, because we send to the editors of the State a weekly historical press release called "This Week in Missouri History" which is published in 99 of our 114 counties and in the city of St. Louis. I should also add that the editors who send papers here for preservation thereby become members of our Society and receive as well the *Missouri Historical Review*, our quarterly magazine.

I note that my friend, Dr. Edwin A. Davis, of the Department of Archives of Louisiana State University, has very pleasant relations with the press. He recently outbid me, having a dollar every time I had fifty cents, on a Negro collection in Natchez, and it was one of the first of its kind in the United States. The Baton Rouge papers made quite a story of this excellent acquisition.

Scholars often have a tendency to regard the activities of the Daughters of the American Revolution, the United Daughters of the Confederacy, the American Legion, and similar organizations with amused tolerance, to say the least. Such an attitude on the part of officials of archival institutions is certainly unwise. The members of these organizations are responsible citizens and taxpayers, and they usually have considerable influence with legislative bodies. These organizations have been of considerable assistance to the Mississippi Department of Archives and History, and every reasonable effort is made to maintain friendly relations with them. The American Legion is mainly responsible for the new quarters which are now being built for the department. The Mississippi division of the United Daughters of the Confederacy has recently raised $350 to purchase supplies to be used by the department in indexing its Confederate records. The American Legion has recently presented the department with an alphabetical list, bound in three volumes, of all Mississippians who served in the United States Army during the World War. The department and the American Legion are now co-operating with the Work Projects Administration in regis-

tering the graves in Mississippi of all veterans of all wars. The Sons of Confederate Veterans and the United Daughters of the Confederacy have recently started a movement in Mississippi to place "Beauvoir," the home of Jefferson Davis, under the jurisdiction of the department.

Mr. William J. Van Schreeven, the principal archivist of Virginia, reports that various patriotic organizations have contributed greatly to the preservation of local archives in Virginia. Mr. C. C. Crittenden, secretary of the North Carolina Historical Commission, presents a very convincing statement in regard to these organizations as follows:

> These groups can harm or help a historical agency a great deal. We have succeeded in preserving amicable relations with them, and they have assisted in our work in many ways, including aid in securing larger appropriations from the legislature, assistance in our highway historical marker program, co-operation in preserving old houses and other historical places, and support in other ways. Especially significant was the work last year of the National Society of Daughters of Founders and Patriots of America, which spent more than $1,100 in restoring the records of the General Court of North Carolina for the late 17th century and the early 18th century. At the present time there is about to be formed a new North Carolina Society for the Preservation of Antiquities—a movement in which various "patriotic" groups are co-operating enthusiastically. Frequently the Secretary of the Historical Commission is invited to make speeches to "patriotic" groups throughout the State, which gives him an excellent opportunity to publicize the history of the State and the work of the Historical Commission.

Every archival depository has the inevitable problem of the genealogical researcher. Letters come to my desk every day asking for information on family history that would require from one to twelve months of the time of a trained researcher. Each week brings one or many very nice old ladies who make the most impossible requests imaginable in regard to information on their ancestors. I can appreciate a recent statement by an archival official that "all genealogists should be hanged," but I think his attitude very unwise for a public servant. The Mississippi Department of Archives and History seems to follow the general policy of other similar institutions. We attempt to answer all reasonable requests, and we refer persons making involved requests to the sources and to professional genealogists. Even though we are unable to supply the required information, the genealogists seem to appreciate prompt and courteous attention and treatment.

I believe that Miss Margaret C. Norton, archivist of Illinois, is making an index of names in all Illinois records before 1850 and now has several hundred thousand cards filed. The North Carolina Historical Commission states in its *Seventeenth Biennial Report* that it has recently abstracted and is alphabetizing 250,000 marriage bonds, and that it has indexed 72,000 names of North Carolinians who served in the military forces of the Confederacy. The Mississippi Department of Archives and History has recently typed and filed approximately 100,000 index cards on Mississippians who served in the Confederate forces and expects to add another 50,000 in the near future. It is also indexing the Confederate pension records and is trying to work out a system of indexing its holdings of real and personal tax rolls. The Department of Archives of Louisiana State University, according to Assistant Archivist William R. Hogan, has begun to make an index of all names appearing in its collections of personal papers, and ten of these collections have yielded 50,000 cards. These examples are indicative of the interest of archival institutions in the problems of genealogists, and their value to such investigators is obvious.

It is possible that I am devoting too much attention to the attitudes of custodians of archival materials toward genealogical researchers, but I would like to point out that genealogists make up one of the most vociferous groups that engages in research. My observation has been that those who receive efficient and courteous service do not hesitate to tell their friends about it. On the other hand, those who are displeased with the service rendered do not fail to shout about it from the housetops. Last year we received a letter from a lady in Texas requesting some family history, and we were fortunately able to answer her fully and promptly. A few months later that lady visited Natchez, Mississippi, during one of the pilgrimages, and I believe that she told every prominent person she could find there what a wonderful institution the Mississippi Department of Archives and History was.

The relations of archival institutions with legislative and administrative departments are of vital importance, because they must have appropriations from the legislature and records from the state departments. These problems have to be worked out in each state in accordance with conditions of the moment and with ordinary common sense. I believe that several institutions have used such publications as the *Official and Statistical Register of the State of*

Mississippi to gain the good-will and interest of members of their legislatures. I might suggest that some conditions found in Mississippi be avoided. At one time relations between the department and the legislature became so strained that one of its members, a former Populist candidate for governor, struck the director over the head with a heavy hickory cane. Thereafter, the director carried a loaded pistol in anticipation of further altercations. I would not recommend that an institution depend only on a few leaders in each house of the legislature, but would suggest friendly relations be cultivated with all members. Neither would I recommend that other state officials be kept as uninformed of the activities of an archival depository as one I found in Mississippi. A few weeks after I arrived in Jackson, this splendid and intelligent official stated to me: "You know, McCain, I think this state should have a department charged with the custody and care of noncurrent state records."

One of the most neglected phases of the public relations of archival institutions is their lack of contact with business men and business men's organizations. Before I left the National Archives, Mr. Dorsey W. Hyde kindly took me aside and pointed out the possibilities and the advantages of cultivating the interest and friendship of business men. In following his advice, I have found that many business men are almost totally uninformed of the functions of archival depositories and that they have a tendency to view the work of such institutions as impractical and unnecessary. A few years ago, a prominent business man in the Mississippi legislature stated that he would be glad to pay the expenses of hauling and dumping the Department of Archives and History and its director both into the Pearl River. On the other hand, scholars have a tendency to look down their noses at business men and their organizations. It would be to the mutual advantage of both if they had a better understanding of each other. Service clubs, such as the Rotary, Lions, Exchange, and Kiwanis, are continually looking for speakers, and in Mississippi they furnish very attentive and enthusiastic audiences for short talks on the work of the department.

Naturally speeches to business men must be interesting, and they must contain a few jokes. The collections of archival depositories always contain interesting and humorous incidents which can be used for purposes of illustration. I have found two items that always receive a good reception from business men. One of them is an excerpt from the famous "Fish Hatchery" speech of that renowned

Mississippi humorist and congressman, Private John M. Allen. The other pertains to the early territorial history of Mississippi.

Congressman Allen was attempting to point out the advantages of his home town, Tupelo, Mississippi, in order to get the House of Representatives to pass a bill establishing a fish hatchery there. After bringing the history of Tupelo up to 1860, he stated:

> Lincoln refused to let the wayward sisters depart in peace. "No," he said, "this secession takes from the Union Tupelo." The armies of the Union were first directed against the capital at Richmond, Virginia, but some obstructions were thrown in their way at Bull Run, and they were persuaded to return to Washington. Another great army was marshalled under the command of General Grant, who landed at Pittsburg Landing, on the Tennessee River, and began his operations against Tupelo. General Albert Sidney Johnston and myself met General Grant's army at Shiloh, and for most of the first day we had a really good time with them, and but for General Johnson's being killed and me being scattered on the evening of that day, there is no knowing what might have happened or how the history of this country might have been changed. President Davis ordered General Beauregard to fall back on Tupelo. Tupelo fell. The very fact that Tupelo had fallen seems to have broken the spirit of the Confederacy, and we never did much good after that.
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> . . . . . .
>
> This, Mr. Chairman, is a proposition to establish a fish hatchery at Tupelo. We have the ideal place for a fish hatchery at Tupelo. Why, sir, fish will travel over land for miles to get into the water we have at Tupelo. Thousands and millions of unborn fish are clamoring to this Congress to-day for an opportunity to be hatched at Tupelo.

The story concerning territorial history pertains to a little case of insubordination shortly after the first United States troops came down the Mississippi in 1798 and went into quarters at Fort Adams.

> General Wilkinson, Colonel Hamtramck, Major Butler, and other officers were making merry over their punch one night, and the general by some accident got his queue singed off. Next day he issued an order forbidding any officer to appear with a queue. Major Butler refused to obey and was put under arrest. Soon after, he was very sick and when he knew he could not live he made his will, and gave instructions for his burial, which he knew would be attended by the whole command.
>
> "Bore a hole," said he "through the bottom of my coffin, right under my head, and let my queue come through it, that the damned old rascal may see that even when dead I refuse to obey his order."

Business men accumulate valuable economic and social records, or they did until the advent of efficiency experts. Many of their records might find their way into archival depositories if the men

who accumulate them were better acquainted with the functions of such institutions. Naturally the archivist must approach them on their own ground. They can understand the value of archives when a parallel is drawn between archives and the records they accumulate in the course of their business dealings. They also understand when archival and historical work is reduced to terms of dollars and cents. I never fail to tell business men's clubs that the business men of Natchez, Mississippi, estimate that the history of that little city brings them between $500,000 and $1,000,000 annually in tourist expenditures. I give them examples of students who come to do research in the Department of Archives and History and who leave money in Mississippi. For example, a student from Duke University recently worked for a month in the department. He left money in Jackson for a month's lodging, food, and recreation; spent $36 with a Jackson firm for photostats; and had $200 worth of copying done by Jackson stenographers. Two University of Texas students spent six weeks in the department this year. In addition to the usual expenditures, one of them became ill, with a resulting hospital and doctor's bill. For further emphasis I often read the following excerpt from a letter written to the department by a prominent Mississippi engineer:

> In doing research for historical information relative to that part of Mississippi lying south of the 31st Meridian, which information is very necessary to us in preparing a report on which hinges a $400,000.00 law suit, it became necessary that I go to Jackson and spend some time in your department gathering data which I found there.
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> . . . . . .
>
> I wish to take this opportunity to thank you and your department for the wonderful help and kindness shown me there. I also wish to say that the information contained in your department is something not only interesting from the historical point of view, but absolutely necessary in transacting business where ways and means of the past have any bearing on the determining of principles for the present. We have found your data most helpful and certainly expect to make full use of your department in the future.

I might point out to you how we are now trying to turn a bit of adverse publicity to our advantage with business men. A person who is doing commercial research in Jackson recently wrote to a number of prominent bankers in Mississippi, stating that neither the Department of Archives and History nor the secretary of the Mississippi Bankers Association knew anything about the charter or history of

the first bank established in Mississippi, the Bank of the Mississippi, which was chartered by the territorial legislature on December 23, 1809. He further stated that the original charter was in the British Museum and offered to secure copies of it for the bankers at a price.

Several of the bankers transmitted their letters to the secretary of the Bankers Association. He came to the department, somewhat irritated, and asked for a copy of the charter. I was able to tell him that a pamphlet entitled *An Act Passed to Establish a Bank in the Mississippi Territory, Passed the 23rd December, 1809,* had been printed in Natchez, Mississippi Territory, in 1811, but that the only known copy was in the British Museum. I further told him that the charter of the bank and of its successor had been printed in Natchez in 1818 under the title of the *Charter of the Bank of the State of Mississippi, by an Act Passed on the 23rd of December, 1809, and an Act Supplemental thereto, Passed on the 4th Day of February, 1818,* but that the only known copy was in the Massachusetts State Library. I also informed him that the charter had been published in the *Acts Passed at the First Session of the Sixth General Assembly of the Mississippi Territory, Begun and Held in the Town of Washington, on Monday the 6th Day of November, Anno Dominni* [*sic*], *1809,* but that the department's copy had been sent to London to be bound. I then suggested that we look in the *Statutes of the Mississippi Territory; the Constitution of the United States, with the Several Amendments Thereto; the Ordinance for the Government of the Territory of the United States, North-west of the River Ohio; the Articles of Agreement and Cession, between the United States and the State of Georgia; and Such Acts of Congress as Relate to the Mississippi Territory,* published in Natchez in 1816, and usually known as Turner's *Code,* and in *The Revised Code of the Laws of Mississippi, in which are Comprised All Such Acts of the General Assembly, of a Public Nature, as Were in Force at the End of the Year 1823; with a General Index,* published in Natchez in 1824, and generally known as Poindexter's *Code.* The charter was found in both volumes, and we later found that the department had the original manuscript charter.

A photographic reproduction of the charter, with an appropriate explanation, was placed in the next issue of the *Mississippi Banker,* which is the journal of the Mississippi Bankers Association. A few days later I unexpectedly discovered two copies of the 1818 pamphlet and acquired them. This pamphlet is now being reprinted, with an

introduction, and a copy will be sent to every banking official in the state.

The archivist should not neglect the opportunities for making friends in the schools and colleges of his state. During this year, I hope to spend one day in each senior and junior college in Mississippi, lecturing to history classes on the department. If I can find time next fall, I hope to start a class in Mississippi history at Millsaps College. These contacts should win friends for the cause of Mississippi history. After all, the success or failure of an archivist depends largely upon the number of friends he makes for himself and his work. The attentive listener usually gains more friends than the boresome talker, which reminds me that I have talked too long.

WILLIAM D. MCCAIN
Mississippi Department of Archives and History

PUBLICATION POLICIES FOR ARCHIVAL AND HISTORICAL AGENCIES[1]

OF THE MANY problems facing the archivist those involving policies and practices of publication are certainly not the least important. What materials are worth publishing? According to what rules are they to be copied and arranged? What kind of introduction is needed, and how long should it be? How copious should the footnotes be, and in what form? How are publications to be financed and distributed? All of us have had to face these and other similar problems, but I am yet to hear of anyone who has completely solved them.

Following the suggestion of the chairman of the Program Committee, I am basing this paper largely on the work of your Committee on the Publication of Archival Material, of which Dr. Randolph G. Adams, Dr. Solon J. Buck, and Dr. Luther H. Evans are members, and of which I am chairman. Every member of the committee has actively participated in its work, and therefore a large part of the contents of this paper is to be credited to members other than the chairman, and especially to the member who is presiding at the present session.

Your committee has been faced with the usual problem of trying to carry out a program in spite of the fact that its members have been separated from each other, busy with other duties, and without funds for its purposes. The committee was appointed in 1937, at the time when the Society's other committees were being set up. An attempt to lay out a program was made in December, 1937, at a joint meeting with the American Historical Association Committee on Historical Source Materials, with Dr. T. R. Schellenberg as chairman, but nearly all the time of the joint session was devoted to the problems of the other committee and little was accomplished by this one. In July, 1938, however, a meeting of the committee, attended by all the members except Dr. Adams, was held and an illuminating discussion resulted in the formulation of a plan of action.

The first annual report of the committee, dated October, 1938, read in part as follows:

"The program formulated by the committee may be divided into two parts: (1) immediate and (2) deferred.

[1] A paper read at the third annual meeting of the Society of American Archivists at Annapolis, Maryland, October 13, 1939.

1. Immediate. Two undertakings the committee can and ought to go into at once:

a) The stimulation and aid of the publication of archival material. Throughout the country are vast quantities of such material which ought to be made available to the public in published form, and the committee should promote such an accomplishment in every way possible. Nonarchival or partly nonarchival manuscript collections ought to be included in this phase of the committee's work.

Moral encouragement ought to be given to such publication, especially on the part of certain nonofficial agencies which are not likely to undertake this work without some prodding. More important, however, financial aid should be sought. The Society of American Archivists at present has no funds for such a purpose, but aid might be secured from the federal government, from the states, from local governmental units, from the foundations, or from private individuals.

b) Standardization of form in the publication of archival materials. This needs to be done for lists and guides, for calendars, and for full texts of documents. Through the Historical Records Survey the committee has been able to secure for this purpose the services of Miss Porter Cowles of the University of North Carolina Press, who has undertaken the task with enthusiasm. If her work can be continued for a reasonable period of time, it is hoped that the result will be a manual of style for the publication of source materials.

2. Deferred. There are a number of activities in which the committee might engage at a later date, should the Society so desire. The committee might deal with publications on archival economy and practices and with administrative reports of archivists. It might also make recommendations for the Society's own program of publication and for the program of the Society's constituent agencies. For the immediate present, however, the committee considers it best to limit its work to a program which may perhaps be accomplished within the near future."

Your committee has continued its activities during the past twelve months, and its work is summarized in its current report, dated September, 1939, as follows:

"The one tangible accomplishment of your committee during the year has been a report by Miss Porter Cowles, of the University of North Carolina Press, on the inventories of county records now being prepared by the Historical Records Survey." Miss Cowles made her

study of these inventories in co-operation with the chairman of the committee. Her report pointed out certain inconsistencies in form and made suggestions for standardization. While doing this work Miss Cowles was a member of the staff of the Historical Records Survey, of which Dr. Luther H. Evans, a member of the committee, is national director.

It had been hoped that Miss Cowles, after completing this task, would be able to go ahead with the preparation of a manual for the publication of documentary materials, but her regular duties were too heavy for her to undertake this. Your committee hopes, nevertheless, that such a manual can be prepared within the near future.

Your committee is glad to offer its services in an advisory capacity in attempting to solve the publication problem which archival agencies throughout the country are frequently called upon to face. If these problems can be referred to the committee, it may be able to offer assistance, while at the same time, by dealing with specific problems, it will be better able to reach general conclusions. A note offering the services of the committee in this field might well be published in THE AMERICAN ARCHIVIST.

Your committee in its report last year set forth for itself the immediate object of attempting to stimulate the publication of archival materials. There is now a tendency on the part of a majority of its members to believe, however, that this problem needs rethinking in the light of new techniques. Formerly it was a question of printing or nothing. Now, however, these cheaper methods would seem to make unnecessary the printing of certain large bodies of source materials which nevertheless ought to be reproduced in some way. Probably only documents of wide general interest should be printed. It is understood that this pertinent topic is to be the subject of a paper at the Annapolis meeting. Until the problem has been more carefully thought out, probably no large program to stimulate publication ought to be undertaken.

It would be well if information could be assembled on what is being done at present in the field of documentary publication. A useful undertaking would be the circularization of agencies throughout the country on this subject, and the compilation and occasional publication of lists of projects.

You have noted one radical difference between the 1938 and 1939 reports. The first recommended an immediate active campaign to stimulate documentary publication. The second, however, states

that this subject needs reconsideration and recommends that "until the problem has been more carefully thought out, probably no large program to stimulate publication ought to be undertaken." The paper which follows will, I understand, develop this topic more fully.

Looking back over the first two years' work of the Committee on the Publication of Archival Material, I feel that only very little of a definite nature has been accomplished. At the same time, however, the foundation for future progress may have been laid and our thinking may have been clarified.

As I now see it, some of the projects in this field which ought to be undertaken within the next few years are as follows:

1. The preparation and publication of a thorough and comprehensive manual to cover in a practical way the copying, editing, and publication of documentary materials. Useful work along this line has already been done. Miss Grace Nute's helpful bulletins on the care, cataloguing, and copying of manuscripts have been a real contribution. I understand that the Beveridge Committee of the American Historical Association is now compiling a manual for the use of the persons who edit its publications. The office of the director of publications of the National Archives is constantly formulating rules for editing and the like, and within the near future it may prepare a manual primarily for its own use. Efforts of this kind need to be co-ordinated, so that the Society of American Archivists and its members, together with all who are engaged in archival work, can have at their disposal a suitable manual. Such a publication could be of considerable aid in copying, arranging, and editing, and could do a great deal to standardize form. Of course form is not all-important, and substance is nearly always more essential. But we could improve and standardize the form without in any way detracting from the substance. The first edition of such a manual might leave something to be desired, but it would at least give us something to shoot at, and later editions might represent considerable improvement.

2. Closely connected with the first point, there is a need for a manual for the preparation of calendars, inventories, and guides in connection with archives and manuscript collections. Here various existing publications will be useful, and the experience of the Historical Records Survey, together with its published inventories of county records, church records, and manuscript collections, will need to be studied. If time, energy, and money are not to be wasted, some careful thinking needs to be done as to what material is worth publishing

in full, what needs calendaring, and for what collections guides alone will be sufficient.

3. An American manual of archival administration will fill a real need. Such manuals are already available in various foreign countries, but none of these solve certain of the problems which archivists in the United States are called upon to face. The standard manual of Great Britain, indeed, represents a point of view in some respects so different from our own that in certain matters it can actually hinder us more than it can help. Our governmental set-up is so different from the British that, if we are to follow the principle of *respect pour les fonds*, our archival problems will likewise be different. A realistic treatment of the administrative problems of those who handle federal, state, and local archives, together with manuscript collections, will be most welcome.

4. Archival agencies throughout the country should be encouraged to publish administrative reports. Such reports should contain notice of important accessions to collections, lists of publications, and other information about the agency and its work. The systematic exchange of such administrative reports by enabling us to keep in better touch with each other, would undoubtedly prove an asset.

5. As is suggested above, the Committee on the Publication of Archival Material, or some other agency, might well circularize archivists throughout the country for information on accomplishments and plans in the field of documentary publication. This information might be compiled and occasionally published, preferably in THE AMERICAN ARCHIVIST.

6. The services of your committee in offering advice or on publication problems, as suggested above, could hardly fail to be of value. In some instances even where its services had not been sought the committee might take the initiative and lay out long-range programs of publication.

7. With all the reconsideration of our problems which the new techniques make necessary, the present speaker believes, nevertheless, that a larger volume of publication is needed for many agencies and for many areas. Various depositories publish either nothing at all or else very nearly nothing. Some of the states of the Union—South Carolina for example—have been notably backward in putting their early records into print. Various series of the federal government ought to be published. Of course we should not plunge in and publish indiscriminately. But it would seem unfortunate to relax our

efforts toward increasing the amount of documentary publication merely because new inventions and new techniques are forcing us to reshape some of our ideas on the subject.

The various steps in the program outlined above will involve time and labor, and we are all busy. But we do not have to try to accomplish everything at once. And if we keep attacking these problems, now on one side and now on another, in the long run we are obliged to make progress. Certainly the field is a wide one, and efforts made therein promise a large return.

C. C. Crittenden

North Carolina Historical Commission

LOCAL RECORDS

WHEN a historian becomes a collector, the transformation is likely to be more in the nature of a reformation than a complete conversion; the fundamental faith remains unshaken—only in its outward manifestation is a change to be observed. Thus four years of experience as a collector have left the writer of this paper still fundamentally a historian; confidence in the efficacy of the historical faith remains fixed; the doctrine stands unchanged—only in the increasing belief that faith without works is dead is there a modification in its expression. Thus, however respectful of the doctrines of the archivist, the museum man, the genealogist, the rare-book man the writer's work in collecting may have made him, deep-rooted in his soul remains the conviction that only in the creed of the historian is orthodoxy to be found.

It is, therefore, hardly necessary to announce that this paper on local records presents the subject from the point of view of the historian. Stated succinctly, its purpose is to set forth some of the principles and practices which, from the point of view of a teacher of history, seem worthy of emphasis in a program of building up a collection of local records. These principles and practices can most conveniently be stated in terms of our experiences in building up the Michigan Historical Collections of the University of Michigan.

The first principle, then, is that in each state there should be a state-supported collection of records—a collection embracing records both of state-wide significance and those whose relevance may be primarily local. I repeat, such a collection should be state-supported. In Michigan we were very tardy, indeed, in recognizing this principle. Although our State Historical Commission was by law twenty-five years ago given wide powers over the collection and preservation of historical records, the financial support afforded by the state legislature has been sadly meager. Faced with this condition, the State Historical Commission has been unable to carry on an aggressive collecting campaign. Until the establishment of the Michigan Historical Collections of the university brought into being a state-supported depository, the State Historical Commission followed the practice of turning such materials as came into its hands over to locally or privately supported libraries.

From the point of view of sentiment—passing up, for the moment,

other considerations—such libraries might seem logical depositories for source materials of the immediate vicinity. But there are considerable areas in Michigan where there is no such attachment to a particular library. Should records in Centreville, in St. Joseph County (by the way, it is the county seat of the county), which has no library, be preserved in Three Rivers or Sturgis, not far distant, to be sure, but each in a sense a rival community, or in Kalamazoo, thirty miles away, which is the site of the nearest large library—or where? If one may judge from the present day conditions, the question was either seldom raised at all or if raised, in an amazingly small number of cases was it successfully answered. Another serious drawback to the use of the local library as a depository for local records is that to the historian such materials often have little significance unless seen in relation to parallel records from other communities or to those of larger units. The Henry Howland Crapo papers dealing with the lumber industry of the Flint area take on a far greater significance when opportunity is afforded to compare them with the Frank W. Fletcher records for the Alpena area, and the Mershon records for the Saginaw area. The 110-year record of the Pontiac Presbyterian Church is a very valuable source taken by itself, but it tells a far more revealing story when studied in relationship to the records of the Detroit Presbytery and of the Synod of Michigan —records occupying neighboring shelves in the Michigan Historical Collections. The fact that socially, politically, and economically, our society is to so large a degree organized on the basis of the state as a unit renders it most desirable for the convenience of the historian that local records be concentrated in a single center.

Private libraries with liberal endowments may do and have done valiant service along this line. But there will always be a considerable amount of reluctance to turn local records over to a central agency unless that agency belongs to the state. For these reasons the best interests of the cause of collecting local records seem to demand that there should be a state-supported depository whether or not a private depository is already situated in the state.

It may be argued that the principle so stated ignores the value which local preservation of local records furnishes in stimulating interest in local history. The solution of this problem is suggested, I think, by a situation recently encountered in one of our larger city libraries in Michigan. In this library is a large trunkful of the correspondence and other papers of one of Michigan's outstanding

pioneers. The librarian was properly regretful over not being able to give the papers adequate care. She took pains, however, to point out the library's good intentions in this respect by showing a beautifully-bound thirty dollar album in which through isinglass windows some of the more "interesting" of the pioneer's letters may be examined—at least pages one and four of four-page letters are on view! Here was, unconsciously, being offered a solution which should be mutually beneficial: Let the local library turn over to our Michigan Historical Collections the trunkful of letters for us to preserve and arrange for scholarly use, the local library retaining, after the Michigan Historical Collections has had an opportunity to obtain photostatic copies of the contents, the album which so well serves the museum purpose for which it was designed.

The argument will be urged that a program such as has been suggested would, if vigorously pursued, before many years bring on an overwhelming space and administration problem. In reply I would simply say local records must be preserved; experience has proved that local and privately endowed agencies can only in a measure handle the problems of preservation; the state is in a far better position to meet adequately and economically the problem, enormous as it is, of properly preserving local records and making them conveniently accessible to students of the state's history—a plurality of whom, it may be reasonably assumed, will ordinarily live within the borders of the given state.

The second principle I would emphasize is closely related to the first. It is this: The collection and preservation of local records should be in the hands of an agency wholly devoted to the care and arrangement of records, and wholly independent of any agency having divergent aims. One of the reasons why local libraries—why any sort of library, in fact, with a large circulation function—ordinarily operates so unsatisfactorily as an agency for collecting manuscript and rare printed items is that such libraries quite properly are primarily concerned with maximum service to the public, with attaining as striking as possible a record in the actual use of their resources. The administration of such a library, when confronted with an acquisition problem, quite naturally asks, "How frequent will the use of this item be?" Not quite so properly—yet, it is to be feared, all too frequently—another question may take precedence over the one just stated, namely, "How easily can the item be classified?" In the case of local manuscript and non-book printed materials, the answer

to either of these questions is almost bound to discourage interest in the item's acquisition. A historical collection which is simply a department of a library is, it seems to me, in this respect at a great disadvantage.

Similarly, if historical records are collected by a museum the balance between collecting objects for display and visual education, on the one hand, and records for the use of the research historian, on the other, is very difficult to maintain. The two functions are, after all, very different; why attempt to direct them as one? This whole matter of administrative relationship with other agencies was given very thoughtful consideration in setting up the Michigan Historical Collections at the University of Michigan. The answer reached was, I am convinced, the proper one, and is, I think, satisfactory to all concerned. The Michigan Historical Collections are wholly distinct in administration from any other agency, department, or division of the university. Without the resulting freedom, we should, I am sure, not have developed so rapidly; I am very sure we should not be so "historical" in character.

A third principle of importance has already been suggested: The aim of a historical collection should be not collection for its own sake, not even collection for preservation; rather, it should be collection for preservation and for making records available to qualified research students and others having a serious interest in them. In the Michigan Historical Collections we try to complete within the briefest possible time the sorting and arrangement of materials obtained, and we have given a good deal of attention to devising a system of arrangement and filing which provides the maximum accessibility for the research worker. We have found that our emphasis upon making records accessible has been one of the most useful assets in soliciting contributions of materials. People are less reluctant to dig out records from dusty attics when they can be convinced that the records are not simply being transferred from one dusty resting-place to another.

This suggests another principle: Acquisitions should be by donation. Cold financial facts forced us to the adoption of this principle. Our resources were so limited we just couldn't buy. But it soon became clear that entirely apart from this setting, the principle is both reasonable and expedient. We are relieving the donor of the responsibility of preserving the materials—a responsibility directly proportional to the importance of the particular collection. At the same time,

we are rendering an honor to the donor or to the man with whose career the collection is concerned. Scores, probably hundreds, of persons in Michigan have, I am sure, first learned of Henry Howland Crapo—able post-Civil War governor and distinguished citizen though he was—through the extensive collection of Crapo papers in the Michigan Historical Collections, which was one of the first and most valuable of the individual collections presented to us. Besides being appropriate, it is expedient to follow the principle of acquisitions only by donation in order to avoid creating a market value for local historical records. We have occasionally found it necessary to make exceptions to this rule, but we have tried to confine these exceptions to instances where no artificial value would result.

Starting, so to speak, from scratch, the Michigan Historical Collections program has found it advantageous to place stress on the catholicity of its interests. We have as our goal in the Michigan Historical Collections the establishment of as complete a collection as possible of manuscript and printed materials relating to the history of Michigan, excepting state archival records. The breath-taking inclusiveness of this ambition is considerably modified by several facts. Our university library has an extensive file of state documents and several rather complete newspaper files of Michigan newspapers; the William L. Clements Library has some valuable Michigan maps, as well as important Michigan items in its vast store of early Americana. We are not attempting to duplicate these materials. As for newspapers and other publications of the more conventional type, for the period since about 1900, when city libraries became common, the strong probability of their being preserved somewhere in the state renders the obligation to collect them somewhat less rigorous.

Despite these modifying factors, the self-imposed task of the Michigan Historical Collections is still enormous. Particularly at the beginning, the very breadth of the program tended to leave potential donors rather vague as to what materials were of consequence to us. To give the program more positive direction, it helped considerably to make a special effort to collect materials on the history of the state's most important nongovernmental institution—the University of Michigan. For about a year we concentrated on this particular task, collecting official university records from the various administrative offices, records of the various divisions of the university, of campus organizations, of fraternities, of regents of the university, of faculty members, of alumni; pictures; printed pro-

grams of university functions; handbills and posters; files of university official publications, and of various student publications. Not only did concentration on university history give direction and objectivity to our program, but through obtaining collections on university history, we soon found we were building up valuable records on other important phases of state history. Obtaining a large collection of the papers of Dr. Walter H. Sawyer, for years a regent of the university, we came into possession of a large body of material relating to the public health movement in Michigan, a particular interest of Dr. Sawyer. We also gained local records of Hillsdale, Dr. Sawyer's home city. In the enormous Alexander Winchell collection obtained from the Minnesota Historical Society were not only the records of a popular university professor, but voluminous notes on the geology of various localities in Michigan written while Professor Winchell held the position of state geologist.

While we are no longer concentrating so exclusively on university history, the attention which this effort aroused in alumni and other friends of the university is still bearing fruit in the form of valuable accessions on state and local history, as well as on university history in particular. The practice, then, of laying particular emphasis for a time upon an individual field of interest has been for us a beneficial one.

In recent months we have found a particular type of co-operation of immense benefit to us. Resident in Ann Arbor is a man who for twenty years was executive secretary of the Synod of Michigan of the Presbyterian Church in the United States of America. He plans to spend the early years of his retirement in preparing a history of this synod. This fact furnished us the opportunity to co-operate with him in affording him working space and the use of our facilities; in return he has persuaded most of the larger Presbyterian units and some of the individual congregations to deposit with the Michigan Historical Collections their important records. In most instances this transfer was facilitated by making the transaction in the form of an indefinite loan. Thanks to this friend's efforts we now have a very impressive collection relating to the Presbyterians in Michigan. Among the more important items in this Presbyterian collection are the following:

Five manuscript volumes of the Minutes of the meetings of the Synod of Michigan, 1834-1853, 1867-1884.

Eight printed volumes of the Records of the Synod of Michigan, 1850-1936.

Four manuscript volumes of the Minutes of the meetings of the Presbytery of Detroit, 1827-1849, 1899-1921.

Two manuscript volumes of the Minutes of the meetings of the Presbytery of Flint, 1905-1926.

Two manuscript volumes of the Minutes of the meetings of the Presbytery of Grand Rapids, 1870-1913.

One manuscript volume of the Minutes of the meetings of the Presbytery of Grand River Valley, 1858-1870. This became the Presbytery of Grand Rapids in 1870.

Six manuscript volumes of the Minutes of the meetings of the Presbytery of Kalamazoo, 1839-1925.

Six manuscript volumes of the Minutes of the meetings of the Presbytery of Lansing, 1870-1931.

Three manuscript volumes of the Minutes of the meetings of the Presbytery of Marshall, 1838-1870. This was incorporated with the Presbytery of Lansing in 1870.

Two manuscript volumes of the Minutes of the meetings of the Presbytery of Washtenaw, 1837-1862.

One volume of the Session Records of the Constantine Presbyterian Church, 1856-1877.

Two volumes of the Session Records of the Homer Presbyterian Church, 1838-1930.

Three volumes of the Session Records of the Marshall Presbyterian Church, 1841-1930.

Six volumes of the Session Records of the Pontiac Presbyterian Church, 1824-1920.

Two diaries of Reverend Peter Dougherty describing his work as a missionary in the Grand Traverse Region, 1838-1842.

Copies of the letters of Reverend William M. Ferry describing his missionary work at Mackinac Island, 1823-1831.

The example of the Presbyterians will, we trust, be followed by other denominations. All of you who have used denominational records—particularly those of the smaller units—know how revealing they are of social history generally and of local history in particular. In fact the possibilities in collecting this type of record—the records of institutions having state units and one or more grades of local units, particularly if carried beyond religious denominations to include the records of lodges, clubs, reform movements, professional organizations—are so limitless as almost to tempt us to restrict our collections to this variety of record. Sober reflection reveals

several obstacles to so extreme a step, but the opportunities are sufficiently great to warrant a carefully planned campaign to build in that direction. We are experimenting with the practice of inviting Ann Arbor units to deposit their records with us. Whenever a local unit accepts our invitation, we shall proceed to use this fact as an argument for corresponding action by the parallel and the larger units of the given organization.

No account of our experiences with local records would be complete without mention of the assistance we have had from the various federal agencies. From the Historical Records Survey we have had many valuable suggestions. Our WPA assistants have not been as numerous as we wished—a condition no doubt due to our city being a small one—but their quality has been excellent. If the level of efficiency in university faculties were as high as that in a sixty-year-old WPA worker we lost to private industry a few weeks ago after a year with us, we'd soon have our entire country really educated. In NYA assistance we have also found the quality of work good. While it has taken time to train the WPA and NYA help, there is not the slightest question with us that the assistance obtained has been worth many times this effort.

It will be noted that I have considered the term local records in the sense of the more informal type of record. As for local formal archival records, certain legal technicalities would, I believe, have to be cleared up before transfer could be made from the offices in which they have been housed. If assurance could be given that they could and would be preserved in an orderly manner, I should be inclined to favor, in Michigan, the retention of the purely formal records in the local government headquarters. However, having about three years ago purchased for twenty-five dollars from a janitor's assistant a small box of papers which he had rescued from a two and a half ton load of records destined for a pulp-mill—records of one of our oldest counties in Michigan—I am somewhat skeptical of the history-mindedness of our local officials in Michigan. To be sure, perhaps there may be in each county some janitor's assistant whose respect for history will safeguard the interests of scholars, but when it comes to determining upon a fundamental policy, most of us would prefer more positive assurance. If we must depend upon janitors' assistants, some means must be devised of instructing them in historical method. This particular janitor's assistant's idea of selection of documents for preservation was to take one item from each large

collection of records. Imagine the tantalizing effect upon the scholar trying to make use of the lot! Yet at that, the poor man was faced with a difficult problem. After all, he couldn't filch the whole two and a half tons! Fortunately for us, the problem of the preservation of local governmental archives in Michigan is not for us to settle, though it is profoundly to be hoped that the state legislature will before long adopt a program of preservation going beyond its present rigidly-worded prohibition against the destruction of records—a prohibition which it would seem at least some of the local officials take altogether too lightly.

Despite the absence of obligation to preserve local governmental archives, our opportunities and responsibilities with respect to less formal local records in Michigan seem almost limitless. The list of principles and practices I have named as desirable in a collecting program no doubt appears inadequate and incomplete to many present here. I hope that I at least may have the benefit of suggestions as to how the list may be properly extended. In order to facilitate the offering of such suggestions, I will briefly restate the principles and practices I named:

1. There should be in each state a state-supported collection of state and local records.

2. The collection and preservation of local records should be in the hands of an agency wholly devoted to the care and arrangement of records and wholly independent of any agency having divergent aims.

3. The aim of a historical collection should not be collection simply for its own sake; not even collection simply for preservation; but rather, collection for preservation and for making records available to qualified research students.

4. Acquisitions should be by donation.

5. The practice of concentrating effort for a time upon a particular field of interest may well prove beneficial as far as records of other fields of history and particularly of local areas are concerned.

6. The field of organization records, especially those of organizations having state and local units, is decidedly worthy of cultivation—particularly if some individual of influence in the organization can be interested. In this field the practice of accepting on indefinite loan rather than on the basis of transfer of ownership is often conducive to attaining records.

7. In view of the fact that WPA and NYA assistants can often handle efficiently the task of sorting and arranging local records, collectors of records of this sort may with especial propriety lend their support to the employment of such assistants and to the continuance of these federal grants.

LEWIS G. VANDERVELDE

Michigan Historical Collections
University of Michigan

REVIEWS OF BOOKS

The Year's Work in Archives, by Kathleen O. Britton, Irene J. Churchill, C. S. Drew, R. B. Pugh, and Hilary Jenkinson. Reprinted from *The Year's Work in Librarianship*, 1938. British Records Association, *Reprints*, No. 9. (London. 1939. Pp. 52)

Beginning with the year 1933 this annual review of archival activities compiled by Mr. Jenkinson and associates for the Library Association has been reissued by the British Records Association as Numbers 2, 3, 6, 7, and 9 of its *Reprints*. The successive issues present a fairly adequate account of the progress of archival work in Great Britain and Ireland, but the information concerning such activities in other parts of the world is distinctly haphazard in character. Fragmentary data for the United States were included in the issues for 1935, 1936, and 1937; but the present issue contains merely a mention of a circular published by the National Archives and a statement that "we have not received in time for publication any news from America." One wonders whether or not such news was requested and, if so, from whom, and why it was not supplied, also if copies of THE AMERICAN ARCHIVIST and the *Annual Report* of the archivist of the United States were not available to the compilers.

The introduction to the number for 1938 stresses the effects of "the succession of political crises" on the work of archivists, among them being the necessity of weighing "the comparative merits and possibilities of evacuation or defence," the "impetus given to microfilm photography," and the diversion of much voluntary effort from archival work "to the purposes of national defence." The section on the British Records Association notes that its membership has increased to over eight hundred, emphasizes the value of the *Bulletin* issued by its Technical Section, and states that the special archives course organized by the association in the summer school of the Library Association was "very successful from every point of view except that of numbers." The activities of the Council for the Preservation of Business Archives, including the registering of such materials, are briefly noted. The section on the Public Record Office states that much time and thought were "devoted to the problem of protecting the public records from air attack" and "to elaboration of the machinery of emergency packing," lists important accessions, and describes the rearrangement of the museum. The section devoted to the activities of "local authorities, libraries and private bodies" contains encouraging reports of the provision of new "Muniment Rooms" in county buildings and the appointment of county archivists and notes that the records of the Company of Vintners of London have been microcopied and the films "have been enclosed in a stout metal cash box and lodged in the strong-room of a country branch of the Company's Bank."

The reports of activities in other parts of the British Empire and in certain European countries contain numerous interesting bits of information: The archives department of Southern Rhodesia, which was established in 1935, is making progress in "the work of arranging the records . . . but it will be some years before it is complete and until that time the public will probably not be permitted to search." In Ceylon, a Sinhalese "trained at the Public Records Office in methods of repair . . . has started work." In Malta important government records have been "transferred to a newly formed Manuscript Department of the Royal Malta Library." "Every document in the Belgian State Repositories anterior in date to 1100" has been photographed and "copies of each photograph have been sent to every repository, and to the university libraries." In Denmark, the Rigsarkiv has been divided into "two departments—one dealing with records earlier in date than 1848, with the public search rooms, with the organization of exhibitions, and so on; the other with the custody of the more modern records, and their production when requisitioned by government departments." In Germany building operations continued in many repositories, "a general reorganization of the Austrian archives system" was projected, much indexing designed to facilitate genealogical research was in progress, and "the preservation of other than public records" was "a major preoccupation." Schedules "for the weeding of archives" have been prepared in the Netherlands. The Italian archives were about to undergo a reorganization. Polish archivists were making progress "in the reconstitution of *fonds* scattered during the last century." One wonders what has happened to archives and archivists in these countries since 1938.

Despite its incompleteness, this annual survey should be read regularly by American archivists as a means of broadening their perspectives. It can be obtained, together with other publications of the association and the *Bulletin* of its Technical Section, through membership in the association, which is available to individuals at an annual fee of five shillings. Applications for membership should be addressed to the honorary secretaries in care of the Institute of Historical Research, University of London, W. C. 1.

Solon J. Buck

The National Archives

The Care of County Muniments, by G. Herbert Fowler, C. B. E., Ph.D., F. R. Hist. S. (London: County Councils Association. 3d ed. 1939. Pp. xi, 88. 4/6s.)

In 1910, in the course of the proceedings of the Royal Commission on Public Records, the deputy keeper of the public records, Sir Henry Churchill Maxwell Lyte, was asked by one of the commissioners whether or not he thought that his subordinates could profit by visiting foreign archives after the first training received at the Public Record Office. To this Sir Henry answered: "I do not think so; they would be our own records he would have

to deal with. We do not encourage people to write treatises or essays on comparative systems of that sort; what we want them to do is to be able to make a clear list, and arrange documents scientifically, and to be able to make a good précis. I do not think a knowledge of foreign archives would be much help."

This policy of archival isolation was a thing of the past even in 1910. The famous manual of the Dutch archivists containing some undoubtedly general principles of archival administration had already been translated into three foreign languages. At about the same time when "treatises and essays on comparative systems of that sort" seemed to be futile to Sir Henry, the International Congress was discussing common problems of librarians and archivists in Brussels and, in this country, one of the pioneers of archival science stated that in spite of differences of administrative and record keeping systems in the various countries, there existed a similarity of needs and a common stock of experiences, which would make it worth while investigating and observing the archival developments abroad.

It is in this sense that Dr. Fowler's book deserves the attention of American archivists. It contains hardly anything that would be of direct avail to them, and it contains a good many things, the term "muniments" with its aroma of old English lavender to begin with, that seem wholly inapplicable to the American scene. Still, the book is undoubtedly of great importance and full of suggestions to those interested in the protection of local records in this country and it reflects the enormous progress realized in this respect in England during the last twenty-five years. Dr. Fowler began working with local records in 1913; the first edition of his book was published in 1923, and the fact that by 1939 a third edition had become necessary testifies to its usefulness as well as to the expansion of the system of local archives centers in England.

After advocating strongly the "concentration of all County Records (sic!) in the care of a single custodian" the author discusses the "General Principles" of archives administration in the first chapter. His definition of document, record, muniment, and archivist, and his sharp distinction between the record value, administrative value, and historical value of records would seem to belong to those parts of the book which are less palatable to archivists of other countries. Chapter II is concerned with the reception and classification of records. Contrary to Jenkinson's opinion, which is only theoretically emphasized, it is stated that the county archivist cannot shrink from the task of participating in the weeding of useless records and that "sooner or later" he will "be called upon to make the decision, to sift grain from husks as best he can, and to reduce his Correspondence Files to something like a fiftieth of their present bulk." It is rightly said, therefore, "he should have received a highly special training in his profession and be constantly in touch with the head of the issuing department." Classification in the sense in which it is treated by Dr. Fowler means little more than assigning letter symbols to the

fonds of the different county committees and to their customary series of agreements, correspondence, letter books, minutes, etc. The principle of *respect pour les fonds* is tacitly acknowledged. It indicates, however, a none too great familiarity with the continental theory if the author in describing a case file, Rex versus Inhabitants of Bedfordshire 1823, believes that it constitutes "what the French Archivists call a 'fonds d'archives'—a 'Record Unit' (for want of a better translation)."

Further chapters deal with the treatment, the storage, and the use of muniments. Of these it may suffice to note that they are chiefly based on the practices and experiences of the Public Record Office modified by and adapted to the needs of a county record office. They are well stored with practical experience and sound advice.

A number of appendices enhance the usefulness of Dr. Fowler's book. One of them gives a very valuable historical "sketch of County Institutions." Another appendix reflects some impressions gained by the author from a visit to Sweden and an acquaintance with the Swedish archival system. Dr. Fowler believes that the Swedes being "a systematic and logical folk," have succeeded in concentrating all sorts of local records. In this, however, he is mistaken. Except for archives of certain municipalities and of the parishes which in Sweden have charge of keeping the vital records, archives of the local self-government, the so-called community archives, are exempt form state supervision.

With regard to these archives a circular, "Counsel and Directions Concerning the Care of Community Archives," was issued by the Swedish Riksarkiv on June 14, 1933; it contains excellent suggestions as to how archives of small communities might be stored, arranged, and described. Mr. Birger Lindén, who apparently drafted the circular, has expanded its contents into a booklet entitled *Kommunala Arkiv och deras vård* (Community Archives and Their Care. Stockholm. 1934). As Swedish records are preponderantly arranged according to the series system and as only modern records are involved, a good many of Mr. Lindén's suggestions may be useful to custodians of local archives in this country, unless we, too, believe that "a knowledge of foreign archives" would not "be much help."

ERNST POSNER

SHORTER NOTICES

Diplomatic Correspondence of the United States: Inter-American Affairs, 1831-1860, selected and arranged by William R. Manning, Ph.D., Treaty Division, Department of State. Volume XI, *Spain.* Volume XII, *Texas and Venezuela.* (Washington: Carnegie Endowment for International Peace, 1939. Pp. xlii, 1017; xxxiv, 858. $5.00 each.) Archivists are interested in documentary publications both for their intrinsic value and as examples of technique in a phase of archival economy. The currently published volumes of Dr. Manning's painstaking editions continue to fulfill the purpose of the Carnegie Endowment to further international understanding by increasing the availability of historical research materials. The Spanish correspondence is largely concerned with Cuban affairs; the Texan provides an important body of documents dealing with independence and annexation; the Venezuelan letters relate primarily to the Aves Island controversy.

Technically this publication is notable for accuracy and for the value of its bibliographical and explanatory data. The sources of the correspondence and the bases of its selection were explained at length in the first volume, published in 1932. The only contention one might raise with the editor and publisher is in the policy of selection, and that involves a problem which must plague the publishers of documents as long as men continue to create ever more and more written records. Ideally publication should include all the documents in a given series, without selection, and be edited so that no subjective element is added by the editor. A concise statement of this principle and the difficulties of its application is given in the "Report on Editing Modern Historical Documents," of a subcommittee of the Anglo-American Historical Committee (*Bulletin* of the Institute of Historical Research, III (1925-1926), 13-26 (London, 1926)). That ideal is so difficult and expensive to achieve that condensation must frequently be sought. Dr. Manning's solution is the selection of letters on a strict subject-matter basis, usually with summaries of omitted portions of partially printed documents. The scholar must go to the originals to be certain that he has exhausted the potential materials on any given topic. The choice between this method, full publication of smaller series, the preparation of calendars, or other devices will probably never satisfy all users. The distribution of microfilm copies of whole documentary series with explanatory additions is the most promising solution now in prospect.

PHILIP C. BROOKS

The National Archives

Jaarsverslag van 's Lands Archief te Batavia over 1937 (Batavia. 1938. Pp. 13.) From this annual report it is apparent that the work of the state archives in the Netherlands East Indies is dominated by two main objectives,

namely, the development of its central depository at Batavia and the general regulation of archival economy for the whole Netherlands East Indies. The most important step forward in this latter field was the official published statement confirming the state's title to all government archives. A regulation also appeared for the destruction of useless or superfluous records; it fails, however, to provide for a systematic method of sorting and does not guarantee systematic or effective destruction.

Various improvements were made in the buildings of the central depository at Batavia and the government budget estimates for 1938 included an item for further improvements to extend over two years, with a view to postponing for a few years the necessity of building a new depository. Archives since 1815 are in general scattered over the Netherlands East Indies, sometimes well preserved but in too many cases in a sad state owing to the lack of capable personnel to care for them. Room should be provided in the central depository for records no longer needed for current use.

Work done during the year included the separation of unused forms from archival collections, the binding of books and the repair of old bindings, the arrangement and cataloguing of maps and drawings, and the arrangement, pagination, and inventorying of various archival collections; under this last category mention is made of an inventory of church archives of 1738. An official was placed at the disposal of the governor of West Java for six months for the sorting and arrangement of old provincial archives of Batavia stored in the attics of the governor's office. A list of useless papers of 1906 and previous years was submitted by the Resident of the west coast of Sumatra, but owing to insufficient information concerning the various categories of records in the list, the state archivist postponed action until after further study.

Accessions during the year included "old archives" of Tangerang and documents from Menado. The return of East Indian archives sent to the Netherlands in 1862 and succeeding years is still postponed.

Research activities covered such matters as a search for statistical data in church archives since 1825, the compilation of a list of ship owners in the Netherlands East Indies in the first quarter of 1808, and answers to genealogical requests. Mention is made of the number of visitors and of the types of documents consulted. Research inquiries were received from as far afield as Singapore and Australia. Courtesies were also exchanged with British India, Ceylon, and Japan.

ARTHUR H. LEAVITT

The National Archives

VIII^e congrès international des sciences historiques, Zurich, 1938. Communications présentées. [Comité international des sciences historiques.] Tome 1. (Paris, Presses universitaires de France. Pp. 285.) The third section (pp. 50-72) deals with the auxiliary sciences, archival economy, and the organization of historical sciences; it is there that archivists will find material of interest.

The abstracts have been marked *, **, and *** to show which are in German, French, and English, respectively.

Certain abstracts dealing with general or theoretical problems will be of greater interest to American archivists and historians than others of a more restricted subject-matter. In this class fall the following: an *abstract dealing with the general inventory of the Vienna Haus-, Hof-, and Staatsarchiv, pointing out the difficulties created by the organization of collections on the basis of attempted universal schemes, artificially designed; *discussion of the problems of publishing historical source materials, emphasizing the need for objectivity, selection, international co-operation, and the provision of translations; *description of the very far-reaching Czechoslovakian law for the protection of archives and manuscripts, including regulations applying to private collections; **discussions of archival problems in cases where territorial changes have necessitated the handing over of archives to new sovereigns; *abstract dealing with methods and problems in diplomatics, which points out that the earlier problems, centering upon authenticity, having been solved, should give way to a new approach in which diplomatics is no longer a special discipline but a tool of medieval historians as such. There is also included a very neat and precise ***summary of the activities of the National Archives by Dr. Solon J. Buck, its director of publications.

Other more specialized contributions deal with *modern forgeries (of older records); with ***diplomatics in Hungary and in Byzantine history; with *the *Liber Diurnus;* with *western influences upon Polish archival material; with **the difficulties of archival research into Rumanian history; and ***with the value of family archives, especially for social and economic history.

PAUL LEWINSON

The National Archives

A Primer to Bookbinding, by Francis W. Grimm. (Boston: Houghton Mifflin Company. 1939. Pp. xiv, 66. $1.75.) One of the foremost of living binders of books has written, "There is no such thing as the absolute ownership of a work of art or of a document of historical value. . . . The owner is at the most in the position of a life-tenant, with the implied duty of handing on the property to the next tenant in as good or in better condition than it was when it came into his possession." The hand repair and preservation of historical documents has reached a remarkably high standard not yet approached by machine processes. Now, the problem of hand binding is occupying our most progressive archival institutions as it has always occupied the principal private collectors and the specialized libraries. The latter have ordained that rare papers and books be repaired and bound by hand on the premises be the equipment on ever so modest a scale. Therefore, any new book relating to hand binding becomes of increasing interest to those who are fully aware of their responsibilities as "tenant-owners" of historical documents.

In the present unassuming little volume, well illustrated with photographs

and drawings, Mr. Grimm seeks to interest hobbyists, scout leaders, and librarians in the handicraft of lacing together pamphlets, loose sheets, and the like into elementary, though very presentable, bindings. His purpose is to provide "an introductory text for the use of young people who are interested in bookcraft." Eleven simple projects are clearly described, culminating in a scrapbook or album binding, with commendable stress on the grain of papers and binders' boards. The present Boy Scout pamphlet on this subject, difficult and generally ignored, might well give way to a manual such as this, with happy results for those indefatigable seekers after merit badges. But, due to the irreparable damage to the material for binding caused by holes punched for the lacing—which Mr. Grimm unfortunately terms sewing—or actual *nailing* of the pages, the methods of the *Primer* are obviously not intended for direct application to valuable archival material. The *Primer* has virtue in its development of precision, neatness, and a skillful dexterity. Should it inspire the budding archivist to pursue the hand binding processes described so well by Cockerell, Matthews, and others, the "tenant-owners" of rare books and historical documents may well offer congratulations to Mr. Grimm.

G. Albert Scheirer

One of the recent publications of the Pennsylvania Historical Records Survey is an *Inventory* of the archives of Fayette County which is Number 26 in the state series. The volume has been vari-typed and bound in book form. Pennsylvania's Fayette County is significant for its role in the history of the trans-Allegheny frontier, and records preserved date from 1761 to the present. It is reported that the greater part of the documents are in excellent condition. Most of the unbound records have been arranged and stored in steel closets, and bound volumes are laid flat on steel roller shelves. However, prior to the completion of the new building which now houses the records, some of the county's earliest ones were damaged by water. The number destroyed before removal to the new quarters is unknown.

NEWS NOTES

The Society of American Archivists

Dedication of the archival work of the Alabama Department of Archives and History in the new Alabama Memorial Building, two panel discussion sessions, and an exhibit of publications related to archives and historical manuscripts are among the unusual features scheduled for the fourth annual meeting of the Society of American Archivists, which will be held at Montgomery, Alabama, November 11-12. Plans have been completed by Mrs. Marie B. Owen, chairman of the local arrangements committee, and Lester J. Cappon, chairman of the program committee, who are ready to receive the members of the Society and guests at the Jefferson Davis Hotel, meeting headquarters. The dedication is to be held on the afternoon of Armistice Day, November 11, and will include a paper on the development of archival institutions in Alabama and the South. Subjects of papers at other sessions are announced in the program which has been mailed to all members of the Society.

The National Archives

The archivist of the United States announces the appointment of Fred W. Shipman, formerly chief of the Division of State Department Archives, as director of the Franklin D. Roosevelt Library at Hyde Park, New York. Coburn B. Kidd of the Division of Commerce Department Archives has resigned to practice law, and Robert A. East of the Division of Classification has resigned to accept a teaching position in Brooklyn College. Wayne C. Grover of the Division of War Department Archives has been transferred temporarily to the Advisory Commission to the Council of National Defense, and George F. Ashworth of the Division of Justice Department Archives has been given leave of absence for military service.

National defense and wartime problems are reflected in various groups of records that have recently been received by the National Archives. Included are the records of the Adjutant and Inspector's Department and the Quartermaster's Department of the Marine Corps, 1798-1930; photographic negatives of naval vessels in process of construction, testing, and repair, 1860-1917; accounting records concerning the Civil War loans of 1861; the Justice Department's files pertaining to the World War, 1914-1939; the records of the Alien Property Custodian's office, 1917-1934, and of its successor, the Alien Property Bureau of the Justice Department, 1934-1938; the Signal Corps' collection of motion pictures portraying activities of the American Expeditionary Forces and other events at home and abroad during the World War; and material relating to a grain-trade investigation by the former Bureau of Markets and the Federal Trade Commission, 1918.

Important groups of records pertaining to the public lands have recently been transferred to the National Archives. These include correspondence of surveyors general in the Old Northwest, 1797-1856; the "miscellaneous" letters received by the General Land Office, 1805-1909; and the records of the Division of Lands and Railroads of the Office of the Secretary of the Interior, 1849-1907.

Research materials relating to problems of public administration are to be found in other recent accessions of the National Archives. Among these are the records of the former Federal Co-ordinating Service, 1921-1933, including records of its ten co-ordinating boards and seven field districts; inspectors' reports relating to the administration of United States diplomatic and consular posts, 1906-1939; and records pertaining to the purchase of sites, and the construction, repair, alteration, equipment, and maintenance of federal buildings, 1850-1934.

Among other records recently received by the National Archives are the accounting records concerning the bond issues for the construction of the Pacific railroads, 1862-1878; maps of railroads, oil pipelines, and telegraph lines, 1878-1913, used by the Justice Department in connection with investigations and litigation; the general files of the former Bureau of Soils, 1918-1927; and the records of the special committee of the Senate to investigate campaign expenditures, 1938-1939.

The Library of Congress

Among recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: six portfolios of papers of the Read family, 1568 to 1906, chiefly correspondence of George Read (signer of the Declaration of Independence), John Meredith Read (jurist), and John Meredith Read, Jr. (diplomat); additional copies of letters of George Washington, including five written to Gouverneur Morris, 1778 to 1792 (photostats); a typewritten copy of a letter from William H. Crawford to Captain James Hamilton, commenting on President Madison's message to Congress, January, 1810; a photostat of a page from *Livre d'Or* of the Bibliothèque de la Ville at Ghent, containing entries for July and August, 1814, with signature of John Quincy Adams; twelve portfolios of additional papers of the Breckinridge family, 1750 to 1925, chiefly of William Campbell Preston Breckinridge, Desha Breckinridge and Mary Curry Desha Breckinridge; microfilm copy about 165 letters of Samuel F. B. Morse and other members of the Morse family, 1816 to 1869; photostats of two additional papers of Samuel F. B. Morse, 1844, relating to the opening of telegraphic service from Washington to Baltimore; two papers of the Marquis de Lafayette, dealing with the sale of his Florida lands, 1825 and undated; two boxes of papers of George Washington Ewing, I, and George Washington Ewing, II (business men), 1829-1910; photostats of two additional Benjamin Harrison

letters, 1854 and 1855; one box of letters and diaries of Bela Taylor St. John (soldier, 46th Illinois Volunteer Infantry), 1861 to 1866; letter from Wade Hampton to E. Ham, 1877, refuting charges made in an article in *The New York Times;* three additional portfolios of papers, two volumes of scrapbooks, and other material of Richmond Pearson Hobson, 1894 to 1901; two volumes of newspaper clippings relating to Robert G. Ingersoll, 1895; additions to the Woodrow Wilson Collection (available to those whose applications are approved by Mrs. Woodrow Wilson), including microfilm copies of Wilson's letters to Edwin Anderson Alderman and Richard Heath Dabney, 1897 to 1922 (92); to Cyrus Hall McCormick and others, 1891 to 1924 (64); to Edward W. Bok, 1900 to 1929 (37).

To meet the rapidly growing need, a program for the training of archivists in Washington, D.C., has been offered by the American University School of Public Affairs and Graduate School in co-operation with the National Archives. Courses have been prepared in the problems of archival administration, in administrative history, and in historical methods appropriate to modern history with particular reference to the United States. Offering these courses are Drs. Ernst Posner and Louis C. Hunter of the American University; Miss Helen Chatfield, archivist, United States Department of Treasury; and Dr. Solon J. Buck, director of publications, the National Archives.

The preparation of a manual for American archivists has been undertaken by Dr. Ernst Posner of the American University and Dr. Solon J. Buck of the National Archives. They expect that it may require several years to complete this manual.

Dr. Lewis Hanke, director of the Hispanic Foundation of the Library of Congress and editor of the *Handbook of Latin American Studies* has recently returned from a three months' visit to archives, libraries, and other centers of research in South America.

Death came suddenly to Mrs. Flora Lima, widow of Dr. Manoel de Oliveira Lima, on August 10, 1940, after twelve years devoted to her husband's dying wish that she manage the famous library he donated to Catholic University. Her husband, who was first secretary to the Brazilian legation in Washington from 1896 to 1900, died here in 1928. In 1924 he gave to Catholic University his library of over 40,000 volumes, together with many paintings, engravings, prints, photographs, manuscripts, and other rare items relating to Portugal and Portuguese America. The manuscript holdings are divided into four groups: "Portuguese diplomatic papers, official and private, of the seventeenth and nineteenth centuries"; "Portuguese genealogy"; "Indian and Brazil"; "Miscellaneous papers." The Lima library is housed in the Mullen Library Building on the Catholic University campus.

The following appointments are noted: *Hayes Memorial Library*, Dr. James H. Rodabaugh, formerly an instructor at Ohio State University, and more recently an assistant director of the Historical Records Survey of Ohio; *Brown University Library*, Miss Edna Worthington, in charge of special collections ,and Mr. Carl L. Cannon, visiting associate in bibliography; *University of Texas Library*, Miss Eugenia Hash, as assistant in the archives collection; *The Library of Congress*, Mr. Thomas J. Cave, assistant to Miss Grace G. Griffin, in charge of reproductions, Project "A"; *University of California*, Dr. Herbert E. Bolton retired as director of the Bancroft Library on June 30, 1940, and was succeeded by Dr. H. I. Priestley. Mrs. Eleanor Ashby Bancroft became assistant to Dr. Priestley.

The Peabody Museum Marine Associates announce the proposed publication of *The American Neptune*, a quarterly journal devoted to the many aspects of marine research. The field of action is to include the Americas, North and South, and the journal, although to be published in the United States, will include studies of the maritime history of Canada and Hispanic America. Significant unpublished manuscripts, and reprints of very rare tracts and photographs are also to be included. It is proposed that *The American Neptune* be published quarterly in January, April, July, and October. If sufficient response is received, the first number will be issued in January, 1941. Further information may be had upon application to the editors of *The American Neptune*, in care of the Peabody Museum, East India Marine Hall, Salem, Massachusetts.

Historical Records Survey

At one of the sessions of the Committee on Archives and Libraries at the American Library Association meeting in Cincinnati, May 26 to June 1, 1940, the national director of the Historical Records Survey, Mr. Sargent B. Child, was present in person to report on the present status and plans for the completion of the inventories of local archives. He outlined the transition that had been made during the past year when the Survey ceased to be a federal project and passed to local support as a unit within the Research and Records Section of the Work Projects Administration. Progress in the work is indicated by virtue of the fact that inventories of over 350 counties have now been issued and another seventy-five have been approved for publication. Inventories of fifty towns and cities in New England have appeared and another twenty-five have been approved for publication. Greater progress has been made during the past year with the preparation of the inventories of church archives due to the availability of local assistance in the work.

Miss Margaret Sherburne Eliot, the Survey's editor of manuscripts, reported on the inventories and guides that are being prepared to historical manuscript collections in the United States. Miss Eliot stated that the Survey has deter-

mined upon three series of publications as the best means of making available information concerning manuscript materials: a guide to depositories; a guide to collections; and calendars or inventories of single collections of sufficient importance to justify such treatment. Depository guides have already been prepared for publication for Florida, Nebraska, and Tennessee; and guides for California, Illinois, Iowa, Kentucky, Louisiana, Minnesota, Nevada, New Hampshire, New Jersey, New York City, New York, North Carolina, and Vermont have been drafted. The guides to collections will contain detailed descriptions of certain outstanding research libraries and depositories, such as the one at Duke University and at Louisiana State University. Individual blocks of material in specially significant manuscript collections are also being described by means of calendars and for inventory.

The national director of the American Imprints Inventory, Mr. Douglas C. McMurtrie, in a report on progress made in his division of the Survey, indicated that an extraordinary amount of new material is being discovered even in states in which it was formerly thought that complete information was available concerning early imprints. Editorial offices for the work are centered in Chicago, and copies of all of the new titles that are reported are made up for the union catalogue at the Library of Congress.

In addition to the numerous inventories of archives in the various states which are being compiled by the Historical Records Survey projects, the following publications of the past quarter will be of particular interest to archivists:

Town Government in Maine, which is designed to be both a comprehensive handbook on the local government of that state and a compendium of the background material necessary for the comprehension of the record keeping systems of the towns.

Calendar of the Ryder Collection of Confederate Archives at Tufts College, describing a few documents from the office of the president, the secretaries of state, war, navy, treasury, and the congress of the Confederate government, which were recently discovered under a pile of sand and gravel in the basement of Miner Hall at Tufts College. The field reports of military engagements by commanding officers constitute the bulk of the collection. Not the least interesting part of the calendar are the quoted comments written on documents by contemporary custodians.

Municipal Archives of Ohio, City of Cleveland, Volume v, which is the first inventory of the archives of a large municipality. This volume on the city of Cleveland is being dedicated to the memory of the late Professor Robert C. Binkley.

The first meeting of the National Advisory Committee of the Historical Records Survey was held in Washington on June 4-5, 1940. Dr. Herbert A. Kellar was elected chairman. Others in attendance at this conference, which was for the purpose of planning the future program of the Survey, were Dr. Julian P. Boyd, Dr. Waldo G. Leland, Dr. Luther Evans, Dr. C. C. Critten-

den, Miss Margaret C. Norton, Mr. John Clement, Dr. Philip M. Hamer, and Mr. Douglas C. McMurtrie.

A complete list of 942 publications of the Historical Records Survey, the Survey of Federal Archives, and the American Imprints Inventory, as of August 1, 1940, is in the process of publication and will soon be sent to libraries which are national depositories for the Survey publications.

A number of changes in personnel within the Historical Records Survey have recently occurred. Mr. George M. McFarland and Mr. Dan Lacy have been appointed assistants to the director of the Survey. On March 25, 1940, Mr. Richard G. Wood ceased to be state director of the New Hampshire Historical Records Survey project and became state supervisor of the new research and records project for that state. Dr. Kathleen Bruce, who had been regional director of the Survey of Federal Archives in Virginia since September, 1936, became state supervisor of the new Historical Records Survey project when it was formed on January 1, 1940. Mrs. Helen D. Bullock has recently been appointed assistant state supervisor of the Historical Records Survey of Virginia. Mrs. Bullock was archivist of the Williamsburg restoration until 1939, when she left to enter the graduate school of the University of Virginia. There she prepared a catalogue and calendar of the Jefferson papers in the Alderman Library collection.

"Accomplishments and Future Program of the Historical Records Survey," was the title of an address delivered by Karl Goedecke, state supervisor of the Pennsylvania project, before a meeting of the state Federation of Historical Societies on April 11, 1940, in Harrisburg.

Florida

The executive council of the Florida Bar Association recently authorized the appointment of a Committee on the Preservation of Public Records and Documents. In compliance with this authorization, J. Velma Keen, president of the association, has appointed a committee to make a survey of present archival conditions in Florida and to recommend to the association what action, if any, should be taken to insure the proper care and preservation of archives on a state-wide basis. Milton D. Wilson is chairman of the committee. Copies of the proposed uniform state public records act, which appeared and was discussed in THE AMERICAN ARCHIVIST (April, 1940), were sent to this association.

Georgia

The state historian and director of the Georgia Department of Archives and History, Mrs. J. E. Hays, announces that many of the manuscript books and documents in the department's state, county, Confederate, and Indian collections have recently been typed, indexed, and bound and are now available to researchers. The originals of these records had been withdrawn from use

previously because of disintegration. *Georgia's Official & Statistical Register* for the year 1939, compiled by the department, is ready for publication. Mrs. Hays also stated that the entire second floor of the department's building and one of the stack areas on the first floor have been greatly improved by painting, plastering, and papering of the walls and ceilings.

Indiana

Mr. Reid Nation, acting chief of the Archives Division of the Indiana State Library, reports that a large deposit of records from the office of the secretary of state will be available for public use about November 1, 1940. This collection includes election returns, military appointments, pardons, paroles, appointments of notaries and justices of the peace. Work on a catalogue is nearly complete for three divisions of the nine state governmental departments, and an index to World War draft records is being produced on microfilm.

Louisiana

Dr. E. A. Davis, archivist and head of the Department of Archives of Louisiana State University, and Dr. William R. Hogan, assistant archivist, are the recipients of a Rosenwald Foundation grant for the study of the free Negro in Mississippi. The department has published within the year a *Guide* to its manuscript collection, and announces that a name and place index to its holdings is in progress. More than forty important accessions have been added to the department since February of this year.

Maryland

The Maryland Hall of Records has recently received the papers from the office of the adjutant general, 1785-1865; the Gist family papers, 1775-1895; and the Bowie family records, 1750-1890. Dr. Morris L. Radoff, the director, reports that the sixth deck of the stacks is expected to be completed by November 1, 1940.

These articles in recent issues of the *Maryland Historical Magazine* may be noted: "Notes on Baltimore County Land Records," Vol. xxxiii (June, 1938) 183-186, and "Early Annapolis Records," Vol. xxxv (March, 1940) 74-78, by Morris L. Radoff; and "A Note on the Minutes of the House of Delegates, February 10—March 13, 1777," by Elizabeth W. Meade.

Michigan

Dr. Lewis G. VanderVelde, director of the Michigan Historical Collections of the University of Michigan, reports that the executive board of the Horace H. Rackham School of Graduate Studies of the University of Michigan recently appropriated a faculty research fund for the study of the Dutch settlements in western Michigan. Dr. Harry DeVries spent the summer months

supervising the microfilming and cataloguing of significant material already collected in local depositories.

Recent accessions to the Michigan Historical Collections include the following: the papers of William A. Comstock, governor of Michigan, 1933-1935; a substantial addition to the papers of Henry Howland Crapo, banker, lumberman, railroad man, and governor of Michigan, 1865-1869; the complete file of the Civil Service Study Commission for the state of Michigan, received through the courtesy of Professor James Pollock of the University of Michigan; a collection of letters of Warner Wing, onetime member of the Michigan supreme court and chief justice of that court, 1851-1856; a small collection of papers of Colonel John Anderson, who was in charge of certain frontier forces in Michigan at the time of the War of 1812; and some papers of John Monteith, the first president of the University of Michigan, 1817-1821, and the organizer of the first Protestant Society in Michigan.

New Hampshire

The Dartmouth College Library has recently acquired by purchase and by loan the letters and unpublished literary manuscripts of Richard Hovey (1864-1900), an American poet.

Texas

Miss Winnie Allen, the archivist of the University of Texas library, announces the publication of a *Guide to the Archives Collection of the Texas University Library*.

Virginia

A number of county records, Confederate items, and several eighteenth century account books have recently been accessioned by the Virginia State Library. Dr. William J. Van Schreeven, principal archivist, reports that changes in the existing state archives law providing a more uniform system of record transfers and destruction, and a law pertaining to the use of microphotography by the state agencies have recently been enacted. The Archives Division plans to move and occupy quarters in the new Virginia State Library building early this fall.

Washington

The University of Washington Library recently received from Miss Bernice Redington a large collection of letters of her father, Colonel J. W. Redington, who was active in the Nez Percé and Bannock Indian wars of 1877 and 1878 and in the Sheepeater Campaign of 1879. During the later years of his life he corresponded with many officers and men, who had served with him in these wars. Colonel Redington, who was the author of numerous magazine and newspaper articles, kept up an active correspondence also with a number of noted American authors. This collection, which comprises some

450 items covering the period from 1879 to 1935, contains letters from Owen Wister, James Russell Lowell, Walt Mason, Will Rogers, General O. O. Howard, C. E. S. Wood, William Dean Howells, Hamlin Garland, Edgar Rice Burroughs, George H. Himes, E. A. Brinstool, and many others.

Dr. Charles M. Gates of the University of Washington department of history is the author of "The Preservation of Historical Records," a chapter to appear in a volume of essays on Washington state history to be published in the autumn of 1940 by the Washington State Historical Society. Dr. Gates has also edited for publication by the University of Washington Press the *Messages of the Governors of the Territory of Washington to the Legislative Assembly, 1854-1889.*

Canada

Mr. James F. Kenney reports that the Paris branch of the Public Archives of Canada has been closed as a result of the German invasion of France. Of the staff of ten persons, four fled from Paris on June 10, 1940, and escaped to England, whence they returned to the head office at Ottawa, Canada. The other six persons were presumably still in France though their whereabouts were not known at the time of this report.

Australia

Recent archival happenings in South Australia are recorded in the 1938-1939 annual report of the archivist of the Public Library, Museum, and Art Gallery in Adelaide. The archivist, Mr. G. H. Pitt, reports that centenary celebrations in various parts of the state have aroused interest in the early history of many of the country centers, and that the archives has assisted in supplying extracts from documents and newspapers. Considerable indexing has been done during the past year and a number of important new accessions were reported.

Mr. Pitt is the author of an historical sketch of the South Australian Archives, which appeared in "Historical Studies," April, 1940, and was also reprinted. It is understood that the South Australian Archives has recently become an independent agency.

ABSTRACTS OF ARCHIVE PUBLICATIONS

Western Europe

France

Archives et Bibliothèques, 1939, No. 2

Rabut, J., [*Ingenieur consultant*, Paris], La construction des dépôts d'archives et la défense passive (The construction of archives depositories and passive defense). Pp. 89-97.

The problem is part of the modern problem of housing and conservation. Construction of re-enforced concrete buildings with floors of the same materials, interior walls strong and fireproof, few exterior openings, carefully installed electric lighting, and air-conditioning (as in the United States and Czechoslovakia) form not only the best protection against the elements and other destructive agents but also against man-made destruction. It is best to house all possible archives at some distance from large cities, and to have, for those that must be kept in the city for constant use, a subterranean depository similar in principle to the construction indicated above, with special attention to inter-communicating exits. The possible evacuation of archives must be well planned in peace, since war conditions mean reduced or new personnel, shortage of transportation, etc. The adoption of metal boxes, fitting the shelves, not too heavy for handling by one man, capable of being covered and locked, distinguished by label and color, used in regular routine would greatly facilitate quick, fool-proof transfer and reopening of archives.

Les archives

Balencie, G., [*Archiviste des Hautes-Pyrénées*], Un déménagement moderne d'archives (A modern transfer of an archives depository). Pp. 98-100.

The author explains how, by months of careful planning, he was able on short notice to move his entire deposit in eighteen days at a daily rate of 250 to 280 m. of shelf space per day. Bundles were made uniform in all dimensions, numbered serially, and transferred in order to shelves already arranged in proper heights and depths.

The remainder of this section is devoted to brief news notes on Babylonian clay tablets, French archives in Indo-China, the *Fourth Annual Report of the Archivist of the United States.*

Les bibliothèques

Du Bois-Verlière, Mme. Le Dr., [*Chef du laboratoire à l'Hôpital Cochin*], La contagion de la tuberculose par les livres (Transmission of tuberculosis by books). Pp. 104-111.

H[enri] L[emaître] briefly introduces this reprint of the essential parts of an article that appeared in the *Bulletin du Comité national de défense contre la tuberculose*, 1938, pp. 3-13. Under the most unfavorable conditions artificial contamination caused a danger period of twelve hours, the most favorable, two or three weeks. Normal exposure of books carried no danger. Sterilization by vapors is effective only if pages are opened and separated. The same results can be obtained by allowing the book to lie unused for three weeks. "Normal contagion is therefore virtually non-existant. . . . There are, therefore, no dangerous books in circulation." A bibliography of ten titles is appended.

The remaining items are brief notices on library statistics in Indo-China, on British, Swiss, and American libraries.

La Documentation

Pp. 117-119. The first of two brief notes reports on the Bureau d'information et d'orientation sociales, whose purpose is "(1) the classification, concentration, diffusion of social ideas; (2) welcoming French and foreign visitors and assisting their researches in sociology; (3) giving all information to administrations, industries, collective activities, etc., concerning the assistance which can be given to their personnel by the service; (4) communicating information, texts, studies relative to questions of social importance; (5) directing toward the appropriate works the persons capable of being put in charge." A detailed, analytical card catalogue, under subject headings, has already been set up. The second item notes the session of the Association of Special Libraries held at Oxford, September 24-26, 1939.

Enseignement

Pp. 119-122. H[enri] L[emaître] reports on the examination questions of the English Library Association, supplying translations into French of those questions least local in nature. Notes on the University of London Library School, on a brief library course (six months) at Calcutta, and on Columbia University Library School conclude the section.

Législation

P. 123. The official calendar.

Bibliographie

Pp. 123-132. A list of recent publications and leading articles in foreign journals.

Comptes rendus

Pp. 133-152. Many American items are examined, all of which relate to libraries.

LESTER K. BORN

Italy

Archivi, N.S., VI, No. 1 (1939)

Compendia. Pp. 5-6.

CENCETTI, GIORGIO, [*del R. Archivio di Stato*, Bologna], Il fondamento teorico della dottrina archivistica (The basic theory of archival science). Pp. 7-13.

The author vigorously disagrees with the theories that aim at conservation and easy finding of materials as ends in themselves. He insists on the organic unity of an archives, "not in the material body of folios and registers, but rather in the documents themselves, [which idea] allows the concept of the fascicle and the series as physical bodies which are something more than and different from the arithmetical sum of the single components." A document is part of a series from the moment of its writing, even if not so entered in a register, or housed in the same place as other items of the series. "The problem of method of arrangement does not exist. There is only one method—that imposed by the original relationship. . . . [The archivist] is no more authorized to break up this bond than, for example, the librarian is to destroy the physical coherence of the pages or of the chapters of a book so as to arrange them to his own taste." Each archives must be studied separately so as to keep it by the "historical," that is, "archival," method. Inventories should not be lists of property or, in their present form, of cross-references, but "should contain a precise, accurate, systematic, particularized study of the contents not of each single box or volume or file . . . but of the functions of the body to which those papers formerly pertained, . . . in other words, a critical treatment of

the specific determining factors of the archival bond which are found in that body and through those papers."

CAPOGRASSI, ANTONIO, [*del R. Archivio di Stato*, Napoli], La più antica numerazione dei fuochi ed altre numerazioni della terra di Abruzzo finora sconosciute (The oldest enumeration of the hearths and other enumerations of the land of Abruzzo up to now unknown). Pp. 14-25.

In 1443 Alfonso I of Aragon set up a tax on hearths, an idea not original with him. "In addition to the historical interest [in these documents] many lacunae in the genealogical trees of many families can today be closed." In the twenty-two large volumes containing the enumerations of 2,858 hearths the earliest dates from 1444, but most date from the sixteenth and seventeenth centuries. A brief chronological list (pp. 21-24) is followed by two pages of notes to the introductory text.

CECCHINI, GIOVANNI, [*del R. Archivio di Stato*, Siena], L'archivio del comune di San Gimignano (The archives of the commune of San Gimignano). Pp. 26-32.

The earlier archives have survived almost intact. Some few series were removed to Florence together with an inventory of the complete archives. This latter has just been used as the basis of an elaborate check on the files which recently were poorly kept and carelessly stored. This check revealed the presence (except for legitimate transfers, eliminations, etc.) of nearly everything that appeared in the inventory, and, in addition, some thirteen hundred parchments, without catalogue entry, but once from the chancellery of Francesco Mannini, Minister of the Census. The author, who supervised the check and arrangement, "considered it preferable to maintain the old arrangement of the archives. On the old inventory have been noted the files or series lacking, with indication of the place in which those transferred to other archives may be found." The list is given (in small type) on pp. 30-32.

TRASSELLI, CARMELO, [*del R. Archivio di Stato*, Bolzano], Un frammento di calendario e necrologio del secolo XI (A fragment of a calendar and necrology of the eleventh century). Pp. 33-37.

Preceded by an introduction (pp. 33-35) which describes the physical characteristics of the fragment, argues for its use into the fourteenth century, and notes the search of other scholars for it, the author publishes the brief text.

Amministrazione degli Archivi di Stato (Administration of the Archives of the State). Pp. 38-41.

A brief statement of routine business before the Council for the Archives of the Kingdom, and personalia (decorations, promotions, transfers).

Ricerche archivistiche per la storia dell'arte

AGNELLO, GIUSEPPE, Pittori sicilliani dei sec. XVI-XVII-XVIII: Mario Minniti, Antonino Maddiona, Giuseppe Piccione, Francesco Callia, Mario Cordua, Antonino Calvo, Antonino Bonincontro, Mauro e Giuseppe Troia (Sicilian painters of the sixteenth, seventeenth, and eighteenth centuries . . .). Pp. 42-54.

Brief biographical sketches (pp. 42-49), annotated, and supported by documents quoted in full (pp. 50-54), that emphasize the work of these little understood painters.

Corrispondenze. Pp. 55-60.

As a final contribution on the National Archives of the United States the editors reprint,

in English, the pamphlet, *How the National Archives Serves the Government and the Public.*

Archivi, N.S., VI, No. 2 (1939)

Compendia. Pp. 61-62.

SANDRI, LEOPOLDO, [*del R. Archivio di Stato*, Roma], Il Cardinale Camillo Cybo ed il suo archivio, 1681-1743 (Cardinal Camillo Cybo and his archives, 1681-1743). Pp. 63-82.

After giving a brief summary, annotated, of the life of the cardinal (pp. 63-67), the author states that "because the life of Cybo has aspects of general historical interest, the importance of the archives goes beyond the mere figure of its author. . . . [It] has for us the singular importance of giving . . . an almost complete picture of the private and public life of a great nobleman and a great prelate of the . . . eighteenth century." The items in this archives were arranged by subject and time, each grouping put in a box, each box lettered with its subject matter, and marked (in roman capitals and arabic numerals) with its location in bookcases and shelves. The private accounts were kept separately. Three lists were prepared giving (*a*) the items of the general archives, (*b*) the papers of Castel Gandolfo, (*c*) the papers relating solely to the House of Cybo. All of these items are now scattered in the secret archives of the Vatican, the State Archives at Rome, the Victor Emmanuel Library at Rome, and the State Archives at Modena. A list of the items at each site is given (in small type) on pages 73-82.

LIBRINO, E., [*del R. Archivio di Stato*, Palermo], Il carteggio del ministro e patriota siciliano Matteo Raeli conservato presso l'Archivio di Stato di Palermo (The correspondence of the Sicilian minister and patriot, Matteo Raeli, preserved in the Archives of the State at Palermo). Pp. 83-91.

After a summary of the patriotic activities of Raeli (1812-1875), the author describes the nature of the public papers, now state property, concerning him or emanating from his offices. About three thousand in number, collected in 590 fascicles, these papers deal mostly with the Sicilian Ministry of Foreign Affairs in the years 1848-1849, but also contain much of importance in later years. "The direct consultation of such a collection can, among other things, make a notable contribution to the history of the *Risorgimento*."

FEDERICI, V., Il restauro del libro e l'Istituto di Patolgia del Libro (The restoration of the book and the Institute of Book Pathology). Pp. 92-95.

After summarily stating previous scientific efforts, especially those of Alfonso Gallo, as set forth in his book, *Le malattie del libro, le cure, i restauri* (Diseases of books, cures, restorations), the author describes the institute which was established by royal decree on June 23, 1938. It contains biological, chemical, physics laboratories, a museum of book pathology, a library, a film library, and a laboratory for book restoration. It is planned to make three photographic copies of all manuscripts earlier than the eleventh century, one to be deposited with the library of origin, one with the Ministry of Education, and one in the film library of the institute.

Amministrazione degli Archivi di Stato. Pp. 97-103.

The three parts of this section report variously (1) the opening of the remodeled and enlarged Archives of the State of Naples, attended by the Crown Prince and Princess, (2) the appointment of a committee to examine into the archival sources of the history of Malta, and (3) the usual personalia.

Corrispondenze

SZABÓ, STEFANO, La crisi degli archivi (The crisis of the archives). Pp. 104-112.

In the earlier centuries, archives were simple organizations, usually housed with the administrations that gave them origin. By the nineteenth century there had been established many central, "old" archives. "With the advent of positivist thought among historiographers, the archives became the most important factors in the national organization of historiographical work." When the archivists were the most usual research scholars among their documents, the usual course of study was both suitable and requisite. Now, when, because of the great pressure for space, materials of more and more recent date are transferred to the central archives, it is necessary for archivists (who are compelled to spend more of their time in the care and technical study of their archives) to be well versed in current governmental administration. Valuable old records are buried under masses of "new" archives. The system of provenience resulted from the mass which flooded depositories without allowing opportunity for a breakdown by subject matter, e.g., in the new Hungarian archives building (30,000 m. of shelf space), the medieval (ante 1526) items fill only 400 m., the materials between 1526-1867 fill 20,000 m., and one minister requested for his department alone 1,000 m. for the records between 1896 and 1915. The problem of weeding out nonessential materials is serious. "The conservation of all documents up to the end of the century is required neither by practical interests nor by those scientific ones of historiography." Not only is modern material pre-empting all space in archives but most investigators use it, thereby posing a serious problem in physical service to readers. "The disproportionment of materials, the overflowing of administrative activity, the physical work—that is the shadow which obscures the horizon of archives and which delineates the outline of the actual crisis which started with the flood of recent documents." The final outcome must be two types of archives depositories: (*a*) old, detached from current administration, scholarly, perhaps in conjunction with an historical institute and school; (*b*) containing recent items, run in a highly efficient, mechanical way, in close harmony with the present living state.

Archivi, N.S., VI, No. 3 (1939)

Compendia. Pp. 113-114.

DREI, GIOVANNI, [*del R. Archivio di Stato*, Parma], L'Archivio Storico Comunale di Parma (The historical communal archives at Parma). Pp. 115-123.

The communal archives before 1860 have just been transferred to the Archives of the State, where the seven thousand boxes and volumes have been kept together in their original order. Many items have been lost in the various fires and plunderings to which they have been subjected. In 1520 four persons were first appointed to systematize the collection. "The frequent successive provisions for the conservation of the documents show that these provisions were but little efficacious, and that the order that no document should be extracted from its place by any person was in vain." The principal series are listed in small type (pp. 117-123): ordinances and related papers (pp. 117-118), which begin in 1442; municipal statutes (pp. 118-119), which start in 1216; statutes relating to the arts and crafts (pp. 119-121), which begin in 1418; privileges and other miscellaneous documents, which start in the thirteenth century.

MONTENOVESI, OTTORINO, L'archivio antico della città di Cortona (The ancient archives of the city of Cortona). Pp. 124-126.

The author, who brought order out of chaos in the archives during his vacation in 1939, lists the various series according to the inventory previously prepared in 1901, and adds that he has numbered serially, 1-2331, all volumes in the collection.

CECCHINI, GIOVANNI, [*Direttore della Biblioteca Augusta e Conservatore dell'Antico Archivio del Comune*, Perugia], Il fondo Gardone nell' Antico Archivio del Comune di Perugia (The 'Gardone' collection in the ancient archives of the Commune of Perugia). Pp. 127-134.

In 1922 the Italian government took over, as former enemy property, the villa of Alexander Günther at Brescia in which were housed over one thousand volumes, distributed in 212 bundles, of archivalia. Such items as had formerly belonged to Perugia "had been sold in 1853 by the Commune . . . for the price of 243 scudi and 83 baiocchi, a sum which was employed by the administration in the acquisition of some paintings by the Perugine painter, Domenico Alfani." In 1871 a dealer offered the lot to the city for 9,000 lire, i.e., his purchase price plus interest, but the city had no money for the purpose. Since then much has probably been lost, and no list of original holdings is available for check. In 1923 the state turned the pertinent materials over to the Commune of Perugia (which kept the collection intact) and loaned several state archivists as cataloguers. The final catalogue was started in 1931, and four years' work (as of 1938) still remains before the minutiae of cross-references can be completed. Most of the items are private documents of the fourteenth century, so that intimate details of daily town life in that century can now be ascertained fully and with certainty.

Amministrazione degli Archivi di Stato (Administration of the Archives of the State). Pp. 135-155.

"The vast and complex work accomplished in the year XVI [i.e., 1938] by the Archivi di Stato can be summarized as follows: numerous valuable publications prepared by the archival administration and, privately, by the archives officials; important systematizations and rearrangements of ancient collections within certain archives; valuable new materials received in the archives through gift or deposit; noteworthy accomplishments in the field of a new systematization of building in the depositories themselves; gradual and continuous transformation of the old and unsuitable wooden shelving into more modern and rational form; and, finally, intensive activity in the field of self-sufficiency of documents, so that through carefully considered sifting nothing out of the multitudinous superfluity which time has piled up in the archives may be withdrawn from maceration, without, on the other hand, allowing documents of historical interest to be lost." Specific examples, under the names of the cities, of this "activity of the Archives of the State in the year XVI" (pp. 135-146) are followed by the second section entitled, "publications of the officials of the Archives of the State during the year 1938 (XVI)," an alphabetical author list (pp. 146-150), and by the third section composed of statistical tables showing the number of readers, items supplied, copies made, number of requests public and private, and the number of students (251) enrolled in the eight schools of paleography.

Ricerche archivistiche per la storia dell'arte

PIACENTINI, MICHELANGIOLO, Documenti per l'arte barocca: gli artisti in Roma nel 1634 (Documents for baroque art; artists in Rome in 1634). Pp. 156-183.

The author publishes the first part of a list "of painters, sculptors, architects . . . and other workmen" compiled in 1634 and found in the Archivio dell'Accademia Romana di San Luca. "Very many names . . . and almost all habitations are inedited notices." After the document itself (pp. 159-166), the author supplies an alphabetical author (pp. 166-180) and a topographical index (pp. 180-183). In the former he notes certain corrections he is able to make in previous records.

Corrispondenze

VARGA, ANDREA, [Budapest], Il principio di provenienza (The principle of provenience). Pp. 184-203.

The end of the seventeenth, the start of the eighteenth century saw the rise of modern archival science. Very old collections frequently had to be rearranged to conform to the new ideas. In certain great new archives items were deposited for the sole end of enlightened absolutism and were therefore grouped, by content, from various sources, a fact which resulted in great confusion. Since statesmen as well as archivists were responsible, "the arrangement of the archival materials went beyond the limits of the registries, ceased to interest only the technical archivist and was subjected to the variations of the predominant ideas of that epoch." In the last decade of the eighteenth century there was a new impetus among archivists to find a more rational arrangement.

Le Moine, in 1765, led the list of others who more or less followed him. "Their books, with little regard for the particular exigencies of the separate archives, wished to fix the general and rational scheme of all archivalization. They advised regrouping the documents, without regard to their organic character and their natural order, in series constituted according to content, and they designed these series, respectively, on the basis of a logical arrangement of the presumptual archival materials, or on that of an order useful to the specific ends of the archive in question." These views reflected the ideas of the time: systematization, encyclopedic interest, and rationalization, which "caused irreparable damage in European archival materials." This system, best seen in the Archives Nationales in France (from whence it was imitated by all French archives), is known as the *méthode par matières*, *Betreffsprinzip*, *ordinamento per materie*, and was the last word in eighteenth century archival practice.

Subsequently a new idea developed simultaneously in several countries because of the need, but it was Duchâtel, French minister of the interior, who first (April 24, 1841) committed the idea to writing in an order affecting the archives of his department. This was called *respect des fonds* or *respect pour les fonds*, and safeguarded only the various main parts of the archives, stopped only the mixing of items of diverse provenience, while it still allowed changes within subdivisions. This idea spread so rapidly without notice in books or periodicals that its development is difficult to follow. It appeared in Belgium in 1851, in Italy in 1875, and was independently arrived at in Denmark in 1870. The bad results from this arrangement by subjects—the great labor involved in rearrangement, the impossibility of handling the rapidly increasing influx, the problems of arrangement in artificial categories, the difficulty of orientation in rearranged archives, and dissatisfaction among historians whose interests had changed—led to the discovery that archives are an organic whole.

The first complete execution of that discovery was in the Geheimes Staatsarchiv at Berlin, where a decree of July 1, 1881, required "Achtung vor jeder ursprünglichen Ordnung, vor jeder ursprünglichen Signatur" (Respect for every original order, for every original indication). The word *Provenienzprinzip* first appeared in that decree.[1] The next great use of this principle was in Holland. Since the Berlin decree of Sybel did not appear in archival literature, "it is therefore probable that its reforming concept,

[1] In his note seven the author gives a useful polyglot list: Provenienzprinzip *or* Provenienzgrundsatz *and* Herkunftsgrundsatz (German), herkomstbeginsel (Dutch), principle of origin (English), proveniensprincip (Swedish) principio dell'origine *or* principio di provenienza (Italian), principe de provenance (Belgian), procedencia (Spanish), Zasada proweniencji (Polish), princip proveniencni *or* zásada puvodu (Czech), and concludes by suggesting, since this term does not signify exactly the same thing in the practice of the various countries, an international phrase such as *principio di registratura* (registry principle).

without the intervention of the Dutch archivists, would not have exercised a lasting influence on European archival questions . . . and there would not have been the rapid diffusion of the principle of provenience, or, at any rate, not in so speedy a manner." The *Handleiding*, the result of the extensive study by the Association of Dutch Archivists, "in addition to being a scientific treatment of the norms deriving from the application of the principle of provenience, was the first general work on archival science."

The principle of provenience saves the labor of rearrangement, and constitutes a sound reference point for the reassembling of scattered items. "The respect for the genuine order is, therefore, the only principle of arrangement which can be applied in the larger archives, it is the only one which excludes the problems connected with the other criteria of arrangement, or which permits of resolving them organically, and, finally, leaving for the last one of the most important advantages, it is the only one which allows the use of the old registers, indices, etc., a point which is a great advantage if the personnel of the archives in question is in a position to prepare, in addition to the original registers, only loose-leaf entries, etc." The discussions at the International Congress of Archivists and Librarians held at Brussels in 1910 revealed universal acceptance of the principle, considerable diversity in detail.

Of the various reactions to the strict rule (restoration of dossiers, Dewey decimal system, etc.) the most recent is that of Weibull, archivist at Lund, who expressed the view that "the Prussian-Dutch school, in combating the arrangement by subject, has fallen into the opposite excess: exaggerating the respect for the organic unity of the material has rendered it an end in itself, forgetful of the true purpose of the archives which is of a practical character, [namely,] to satisfy with the greatest possible facility all the involved requests from the authorities and from private individuals. . . . For the service of such practical exigencies . . . it is much better for the materials that have a primitive and illogical registry order . . . to be rearranged in a system constructed by a competent archivist after an accurate examination of the administrative processes of the authority whence the collection in question originated."

This idea has been vigorously attacked by the Dutch, and somewhat less violently opposed by the Germans, who are willing to yield in some part. "It is impossible, at this time, to measure the true significance and the future of the tendencies expressed above. It will be known only by the succeeding events whether in these we have the last and definitive phases of the development of the principle of provenience, or whether there are, rather, concealed therein the germs of a new change in direction. . . . Orientation in the material of the large collections of archives is undeniably hindered, and in a large measure, by the diverse systems of registry. . . . To our notion, however, the remedy is [to be] found not in the rearrangement proposed . . . but in the perfection of the registry methods of the authorities." Notes (pp. 200-201), and an extensive bibliography (pp. 201-203) conclude the article which "was submitted by the administration of the National Archives of Hungary."

LESTER K. BORN

Spain

The nature and purpose of the periodical, *Revista de la biblioteca, archivo y museo*, published by the city of Madrid, is best understood through the introductory statement of the editors which appears in the first number (January, 1924). "The rapidly increasing importance of the municipal centers of culture referred to in the title . . . demands the existence of a medium of communication between these institutions and the general public. . . . To facilitate the labor of . . . students, and to increase their number through the attraction of frequent public notices of the bibliographic, archaeological, or artistic collections which are at their disposition . . . is a prime function of this review. . . . As a consequence of what has just been set forth, and of its great desire to further the general work of Spanish culture, and, in particular, that of Madrid, the City of Madrid ordered . . . the publication of a review intended to assemble monographic works related, directly or indirectly, to the history of the city. Articles of historical and literary investigations, interesting documents from the archives and the library, archaeological studies based on the collections of the Municipal Museum, various catalogues . . . will constitute the principal content of the review." In effect, each quarterly number contains major articles, short contributions, book reviews, a bibliography on Madrid, and may also contain necrologies and lists of books received. Each number has a classified table of contents. Each volume, containing something over four hundred pages, has a reprint of these, and an alphabetical author index.[1]

Revista de la biblioteca, archivo y museo, XII No. 45 (January, 1935)

De Ballesteros, Mercedes Gaibrois, Un recuerdo de los Infantes de la Cerda (A note on the Infantes de la Cerda). Pp. 1-10.

A biographical statement on the two grandsons of Alfonso el Sabio, with special emphasis on their unsuccessful struggle for the throne. Four documents (pp. 8-10) illustrate the character of the young princes.

Gómez Moreno, Manuel, Las crisis de Goya (The crises of Goya). Pp. 11-13.

"I bring nothing new; at the most, comments on what is already known, arguments on the data which others have published, some artistic experience, perhaps greater than usual among literary critics."

Martínez, Eduardo Julia, Del epistolario de Don Nicolás Antonio (The collection of letters of Don Nicolas Antonio). Pp. 25-32 + 33-38.

A brief introduction precedes the complete text of the letters of the seventeenth century literary figure. The whole is copiously annotated.

Herviás, E[logio] Varela, Indice general del Archivo de la Secretaría (General list of the Archivo de la Secretaría). Pp. 89-102.

In the two introductory pages of this first installment the author says: "We now publish the general guides of the Archives so as to reveal its wealth of documents, and to facilitate the consultation thereof by investigators." The archives is one of three sections which together constitute the Archivo de Villa, established in 1840 according to the system of provenience. To the lists, published in two columns to the page, the author has added terminal dates.

[1] I have been able to examine only volume one, and the two numbers (the latest I could obtain) analyzed below.

Misceláneas (Miscellany)

VERHESEN, FERNAND, Nuevos autógrafos de Calderón (New autograph manuscripts of Calderon). Pp. 103-105.

The author, who discovered in the Biblioteca Municipal at Madrid a volume containing ten autographed plays of Calderon announces his discovery and adds that he is at work on an edition.

CARLO, AUGUSTÍN MILLARES, Otros documentos acerca de León V de Armenia, señor de Madrid (Further documents about Leon V of Armenia, Lord of Madrid). Pp. 106-110.

Three documents, newly discovered by the author since he published six in the *Revista* (9:5-7), are given in full.

DE MENESES, AMADA LÓPEZ, Gonzalo Fernández de Oviedo, traductor del "Corbaccio" (Gonzalo Fernandez de Oviedo, translator of "Corbaccio"). Pp. 111-112.

The author contributes an opening and closing paragraph around the letter, written to Oviedo by the king, January 19, 1526, which he discovered in the Archivo general de Indias at Simancas.

Reseñas (Reviews)

Pp. 113-121. Few of the titles relate to archives; none to theory.

Revista, XII, No. 46 (April, 1935)

CASTRO, AMÉRICO, Perspectiva de la novela picaresca (Brief survey of the picaresque novel). Pp. 123-143.

A prospectus of a much longer study.

FINKE, ENRIQUE, Las cartas reales diplomaticas del Archivo de la Corona de Aragón en Barcelona (The royal diplomatic papers of the Archives of the Crown of Aragon, in Barcelona). Pp. 145-156.

The papers, which begin in the twelfth century, are stored in 261 boxes or book cases. The author describes the papers, their condition, and expresses his disappointment over missing items.

CARLO, AUGUSTÍN MILLARES, Notas sobre la cursiva visigotica (Notes on the Visigothic cursive script). Pp. 157-161.

"We plan to form a list of those codices . . . of varied periods which present, both in their text and in marginal notes and explanations, a peculiar cursive script." One photograph of the script is given.

CASTAÑEDA, VICENTE, Etiquetas de encuadernadores (Bookbinders' labels). Pp. 163-177.

The author, who has furnished two photographic plates of various labels, states that, except for one individual in the seventeenth century, the custom of bookbinders' labels dates from the early nineteenth century. He describes various bindings, remarks on the places where they were made, and, in passing, outlines the history of the towns.

SUBIRÁ, JOSÉ, El operetista Manuel García en la Biblioteca Municipal de Madrid (The player of light operas, Manuel Garcia [from materials] in the municipal library at Madrid). Pp. 179-196.

The author deals with the life and works, quoting many songs, of this eighteenth century composer and singer.

HERVIÁS, E[LOGIO] VARELA, Indice general del Archivo de la Secretaría. Pp. 197-206.

The second installment of the material begun in the last number and to be concluded later.

Misceláneas

GREEN, OTIS H., Documentos para la biografía de Don Francisco de Moncada (Documents for the biography of Don Francisco de Moncada). Pp. 207-209.

Four documents, found in the Archivio di Stato, Naples, dating from the seventeenth century, to which are added the author's introductory statements.

ARRIBAS, F., Algunos sellos de la Villa de Madrid (Some seals of the city of Madrid). Pp. 210-212.

A detailed description, accompanied by one plate, of the various seals, starting with that of 1498.

ARTILES, JENARO, Dos nuevos documentos en el Archivo de Villa (Two new documents in the Archivo de Villa). Pp. 212-213.

The full text of two items relating to Isabella, 1499.

H., E. V., Algunas estrofas de Jorge Manrique en un memorial del siglo XVI (Some stanzas of Jorge Manrique in a memorial of the sixteenth century). Pp. 214-217.

The text of one letter and seven poems.

Reseñas

Pp. 219-232. Reviews.

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